

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

VILLAGE OF BISCAYNE PARK CERTIFICATION OF TAXABLE VALUE:
WORKSHEET

2007-2008 WITH 8.34
ADOPTED AS
MILLAGE RATE

2007-2008 WITH 7.65
PROPOSED AS
MILLAGE RATE

1	Current Year Taxable Value of real property for operating purposes: <i>(set by Property Appraiser)</i>	208,024,116	208,024,116
2	Current Year Taxable Value of Personal property for operating purposes: <i>(set by Property Appraiser)</i>	2,587,452	2,587,452
3	Current Year Taxable Value of Centrally Assessed Property for Operating Purposes: <i>(set by Property Appraiser)</i>	0	0
4	Current Year Gross Taxable Value for Operating Purposes (1) + (2) + (3): <i>(Formula)</i>	210,611,568	210,611,568
5	Current Year Net New Taxable Value (New Construction + Additions + Rehabilitative Improvements increasing assessed value by at least 100% + Annexations - Deletions. <i>(set by Property Appraiser)</i>	116,590	116,590
6	Current Year Adjusted Taxable Value (4) - (5) <i>(formula)</i>	210,494,978	210,494,978
7	Prior Year Final Gross Taxable Value (from prior year applicable form DR-403 series)	190,837,418	190,837,418
8	Prior Year Operating Millage Levy (per \$1,000) <i>(from prior year)</i>	9.20	9.20
9	Prior Year Ad Valorem Proceeds (7) x (8) <i>(formula)</i>	1,755,704	1,755,704
10	Current Year Rolled Back Rate (9) / (6) <i>(Formula)</i>	8.34	8.34
11	Current Year proposed operating millage rate <i>(set by governing body)</i>	8.34	7.58
12	Type of Taxing Authority:	Municipality	Municipality
13	Not a Dependent Special District	N/A	N/A
14	Current Year Millage Leve for voted debt service	0	0
15	Current Year Other Voted Millage	0	0
16	Enter Total Prior Year Ad Valorem Proceeds of all Dependent Special Districts & MSTU's levying a millage (sum of line (9) from each District's form DR-420)	0	0
17	Total Prior Year proceeds: (9) + (16) <i>(Formula)</i>	1,755,704	1,755,704
18	Current Year Aggregate Rolled-back rate: (17) / (6) <i>(Formula)</i>	8.34	8.34
19	Current Year Aggregate Rolled-back Taxes: (4) x (18) <i>(Formula)</i>	1,756,500	1,756,500
20	Enter Total of all non-voted Ad Valorem Taxes proposed to be levied by the Principal Taxing Authority, all Department Districts & MSTU's if any. Line (11) x line (4) <i>(Formula)</i>	1,756,500	1,596,436
21	Current Year Proposed Aggregate Millage rate: (20) / (4) <i>(Formula)</i>	8.34	7.65
22	Current Year Proposed rate as a Percent Change of rolled back rate: (line 21 / line 18 - 1.00 x 100)	0.00	9.02
Calculation Area		0.00000000	1.09019608
		-1.00	-1.00000000
		x 100	0.0000
			9.0196
ADVERTISEMENT SCHEDULE!!!			
Certification Date:		7/1/2007	
DEADLINE for Proposed Milage to Property Tax Appraisers Office by 4:30 PM		8/3/2007	
First Hearing not before 65		9/4/2007	
First Hearing not after 80		9/19/2007	
First Budget Hearing Date:		9/4/2007 Tuesday	
Advertisement not after (15) *** DONE BY THE PROPERTY TAX APPRAISERS OFFICE***		8/20/2007	
Second Budget Hearing Date:		9/25/2007 Monday	
Ad (not more than 5 days) **BY 4:00 PM WEDNESDAY- 9/12/07 to Miami Herald Neighbors**		9/21/2007 Thursday Neighbors	

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

TAX RATE COMPARISON

YEAR:	1998-99	1999-2000	2000-2001	2001-2002	2002-2003
GENERAL FUND:	8.900	8.900	8.900	8.700	8.200

TAX ROLL COMPARISON:

TAXABLE VALUE:	78,966,480	81,043,483	85,356,237	93,106,200	104,094,691
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TAX RATE COMPARISON

YEAR:	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008
GENERAL FUND:	7.900	7.900	8.200	9.200	8.340

TAX ROLL COMPARISON:

TAXABLE VALUE:	116,691,059	136,379,697	157,772,744	193,380,407	210,611,568
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Village of Biscayne Park Charter, **Section 10. Millage Limitation:**

The Village is hereby empowered to levy and collect an annual tax for general municipal purposes not to exceed ten (10) mills on the dollar on the assessed valuation of all property within the Village...

BUDGET ANALYSIS

FUND:	NUMBER OF FULL TIME PERSONNEL	PERSONAL SERVICES	MATERIALS SUPPLIES & SERVICES	TOTAL OPERATING BUDGET	CAPITAL OUTLAY & OTHER	TOTAL ADOPTED BUDGET
GENERAL FUND:	25	1,757,011	856,767	2,613,778	81,007	2,694,785
ROAD FUND	2 3/4	132,998	25,531	158,529	30,000	188,529
CITT SURTAX			30,000	30,000	89,657	119,657
SANITATION	9 3/4	376,668	325,934	702,602	3,254	705,856
TOTAL FUNDS:	38	2,266,677	1,238,232	3,504,909	203,918	3,708,827

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

BUDGET SUMMARY - GENERAL FUND

	ADOPTED BUDGET 2006-2007	ADOPTED BUDGET 2007-2008	% OF TOTAL	INCREASE (DECREASE)
COMMISSION	30,377	23,318	0.01	(7,059)
EXECUTIVE ADMINISTRATION	204,523	231,590	0.09	27,067
FINANCE	143,458	132,899	0.05	(10,559)
GENERAL GOVERNMENT	338,464	329,992	0.12	(8,472)
POLICE	956,095	1,066,862	0.40	110,767
PUBLIC WORKS	1,264,285	418,887 **	0.16	(845,398) **
RECREATION	338,632	317,896	0.12	(20,736)
BUILDING	115,534	112,577	0.04	(2,957)
CODE ENFORCEMENT	67,949	60,765	0.02	(7,184)
TOTALS:	3,459,317	2,694,786	1.00	(764,531)

(Percent increase/decrease)
-22.10%

**(\$705,856 transferred to Sanitation Fund)

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

**THE BUDGET DOLLAR
GENERAL FUND**

WHERE FROM:		WHERE TO:	
ADVALOREM TAXES	1,668,675	COMMISSION	23,318
FRANCHISE FEES TAX	105,000	EXECUTIVE/ADMINISTRATION	231,590
UTILITY SERVICES TAX	94,000	FINANCE	132,899
COMMUNICATIONS SERVICE TAX	114,064	GENERAL GOVERNMENT	329,992
LICENSES & PERMITS	122,900	POLICE	1,066,862
INTERGOVERNMENTAL REVENUE	305,746	BUILDING	112,577
SERVICE REVENUES	150,000	CODE	60,765
FINES & FORFEITURES	75,000	PUBLIC WORKS	418,887
MISCELLANEOUS REVENUES	59,400	RECREATION	317,896
TOTAL WHERE FROM:	2,694,785	TOTAL WHERE TO:	2,694,786

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

BUDGET ANALYSIS

GENERAL FUND:	NUMBER OF FULL TIME PERSONNEL	PERSONAL SERVICES	MATERIALS SUPPLIES & SERVICES	TOTAL OPERATING BUDGET	CAPITAL OUTLAY & OTHER	TOTAL ADOPTED BUDGET
COMMISSION		12,918	10,400	23,318	-	23,318
EXECUTIVE/ADMINISTRATION	2	164,540	67,050	231,590	-	231,590
FINANCE	1/2	18,974	113,925	132,899	-	132,899
PUBLIC WORKS/MAINTENANCE	4 3/4	269,576	105,381	374,957	43,930	418,887
GENERAL GOVERNMENT	1	39,634	272,249	311,883	18,109	329,992
POLICE	12	900,694	160,200	1,060,894	5,968	1,066,862
CODE ENFORCEMENT	1	54,215	6,550	60,765	-	60,765
BUILDING & ZONING	1	55,477	57,100	112,577	-	112,577
RECREATION	3	240,984	63,912	304,896	13,000	317,896
TOTAL GENERAL FUND:	24 3/4	1,757,011	856,767	2,613,779	81,007	2,694,786

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

		REVENUE		SCHEDULE			
FUND	GENERAL FUND						
		FY05-06 AUDITED	FY06-07 ADOPTED BUDGET 9.20	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
OBJECT:							
311.10.00	Real & Personal Property	1,289,887	1,690,145	1,656,388	1,656,388	1,668,675	1,668,675
	Total Ad Valorem Taxes:	1,289,887	1,690,145	1,656,388	1,656,388	1,668,675	1,668,675
312.20.10	Fuel Tax Rebate					1,200	1,200
	Total Gas Taxes:					1,200	1,200
313.10.00	Electric	122,750	108,000	70,038	93,384	105,000	105,000
313.40.00	Gas/Propane		-		-	-	-
	Total Franchise Fees:	122,750	108,000	70,038	93,384	105,000	105,000
314.10.00	Electric	103,535	96,000	66,835	89,114	94,000	94,000
314.40.00	Gas/Propane	7,060	5,000	5,284	7,045		
	Total Utility Service Taxes:	110,595	101,000	72,119	96,159	94,000	94,000
315.10.01	Communications Service Tax	117,954	117,702	75,741	100,987	114,064	114,064
	Total Communications Service Tax:	117,954	117,702	75,741	100,987	114,064	114,064
322.10.00	Building Permits	60,784	70,000	74,740	99,653	70,000	70,000
322.20.00	Electrical Permits	9,773	8,000	8,984	11,978	8,000	8,000
322.30.00	Plumbing Permits	19,054	8,000	9,166	12,222	8,000	8,000
322.40.00	Air Conditioning/Mechanical Permits	8,265	6,000	4,593	6,124	6,000	6,000
322.60.00	Paint Permits	3,345	3,000	2,060	2,747	3,000	3,000
322.70.00	Garage Sale	1,060	900	640	853	900	900
322.75.00	Code Compliance	2,700	-		-		
322.80.00	Plan Review	1,678	1,000	324	432	1,000	1,000
332.99.00	Permit Administrative Fee	11,210	9,000	11,441	15,255	9,000	9,000
322.90.01	Variance Application Fee	1,000	1,000	550	733	1,000	1,000
322.90.10	Variance Advertisement	684	2,500	603	804	500	500
322.90.20	Variance Mailing Fees		-		-		
323.10.00	Re-Occupancy	2,450	1,500	1,850	2,467	2,500	2,500
323.11.00	Contractor Registration	-	100	945	1,260	1,000	1,000
323.12.00	Landlord Permit Fees			9,605	9,605	10,000	10,000
323.13.00	Home Occupational Fees					2,000	2,000
	Total (Village) Licenses & Permits:	122,003	111,000	125,501	164,133	122,900	122,900

REVENUE

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

FUND		GENERAL FUND		REVENUE	SCHEDULE			Page 2
OBJECT:		FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET	
331.20.00	Federal Grants - COPS Grant		-	2,122	2,122	-		
331.30.00	Federal Grants - FEMA Reimbursement	1,154,450	-	5,719	5,719	-		
334.22.00	Grants - Other		-		-	-		
335.12.00	State Revenue Sharing	76,690	76,470	50,221	66,962	73,834	73,834	
335.18.00	Local Govt. 1/2 Cent Sales Tax	252,074	218,217	151,992	202,656	228,213	228,213	
338.30.00	Occupational Licenses - County	985	-	2,563	2,563	2,500	2,500	
	Total Intergovernmental Revenue:	1,484,199	294,687	212,618	280,023	304,547	304,547	
341.10.00	Recording Fees	280	-		-	-	-	
341.90.00	Sale of Maps & Publications	6,092	-		-	-	-	
341.20.00	Certification, Copies & Lien Search		5,000	4,575	6,100	5,000	5,000	
342.90.00	Public Safety Charges & Fees	1	-		-	-	-	
343.40.01	Garbage/Waste Fees	506,839	650,803	641,897	641,897			
343.40.02	Garbage/Waste-Interest & Penalties	2,727	-		-	-	-	
343.40.03	Special Pick-up / Lot Clearing	48,440	11,500	7,780	10,373			
343.40.09	Garbage/Waste Revenue Write Off		-	(17,745)	(17,745)	-	-	
347.20.01	Recreation Program Fees	133,970	120,000	94,512	126,016	125,000	125,000	
347.20.02	Recreation - Consession Sales	15,713	18,000	8,338	11,117	15,000	15,000	
347.20.03	Other Parks & Rec. Fees (Special)	6,013	5,000	5,816	7,755	5,000	5,000	
	Total Service Revenue:	720,075	810,303	745,173	785,513	150,000	150,000	
351.01.00	Judgements/ Citations - Court Imposed	41,484	38,000	31,912	42,549	40,000	40,000	
354.00.01	Violations - Local Ordinance	16,445	15,000	79,384	79,384	35,000	35,000	
359.00.00	LETTF	-	1,080		-			
	Total Fines & Forfeitures:	57,929	54,080	111,295	121,933	75,000	75,000	
361.00.00	Interest	41,916	39,000	46,033	61,378	53,900	53,900	
369.01.00	Miscellaneous Other	10,774	5,000	3,544	4,725	5,000	5,000	
	Insurance Proceeds			41,690	41,690			
369.02.00	Misc Newsletter Ads	345	-	1,060	1,413	500	500	
369.03.00	North Miami Beach Police Reimbursable	4,909	-	36,701	48,935	-	-	
	Dog Park Donations			530	707	-	-	
380.00.00	Fund Balance / Carryover		-		-			
380.01.00	Proceeds from Capital Lease		128,400	187,012	187,012			
	Total Miscellaneous Revenue:	57,944	172,400	316,570	345,860	59,400	59,400	
	TOTAL REVENUE:	4,083,336	3,459,317	3,385,442	3,644,379	2,694,786	2,694,786	

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**VILLAGE OF BISCAYNE PARK
ADOPTED
BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: COMMISSION
FUND GENERAL
ACCOUNT: 511

DEPARTMENT SUMMARY

DEPARTMENT MESSAGE:
This is the second budget for the Village Commission under the new Charter that became effective September 4, 2006. The Village had been operating under the same Commission form of government since its inception in 1933. Under that form of government each Commissioner oversaw the operations of a separate operating department of the Village. Under the newly adopted Commission-Manager form of government the Commission sits as a board of directors setting policy and giving direction to the CEO, who in this case, is the Village Manager.
DESCRIPTION OF SERVICES:
The Commission is comprised of a Mayor and four Commissioners. The Commission selects the Mayor after every election from among its members. The Commission is the governing body of the Village with broad powers under the Charter to pass laws, set policy and give direction to the Village Manager to carry out their policies.
PERFORMANCE MEASURES:
None used.

RESOURCE REQUIREMENTS:	BUDGET 2006-2007	ADOPTED BUDGET 2007-2008
No. of Personnel	5	5
Total Operating Budget	30,377	23,318
% of Operating Budget 2006-2007		-23.24%
Capital (incl. Lease/Purchase/Interest)	-	-
Other Non-Operating Funds	-	-
TOTAL BUDGET:	30,377	23,318

**VILLAGE OF BISCAYNE PARK
ADOPTED
BUDGET
FISCAL YEAR 2007-2008**

**DEPARTMENT: COMMISSION
FUND GENERAL
ACCOUNT: 511**

SCHEDULE 1

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
PERSONAL SERVICES:	19,377	19,377	9,689	19,377	12,918	12,918
MATERIALS, SUPPLIES, SERVICES:	10,141	11,000	4,678	6,237	10,400	10,400
TOTAL OPERATING BUDGET:	29,518	30,377	14,366	25,614	23,318	23,318
CAPITAL:	-	-	-	-	-	-
GRANTS & AIDS:	-	-	-	-	-	-
OTHER NON-OPERATING EXPENSES:	-	-	-	-	-	-
TOTAL NON-OPERATING BUDGET:	-	-	-	-	-	-
TOTAL DEPARTMENT BUDGET:	29,518	30,377	14,366	25,614	23,318	23,318

**VILLAGE OF BISCAYNE PARK
ADOPTED
BUDGET
FISCAL YEAR 2007-2008**

**DEPARTMENT:
FUND
ACCOUNT:**

**COMMISSION
GENERAL
511**

SCHEDULE 2

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
511.11.01 Salaries / Reimbursements	18,000	18,000	9,000	18,000	12,000	12,000
511.21.01 FICA Taxes	1,116	1,116	558	1,116	744	744
511.21.02 Medicare	261	261	131	261	174	174
TOTAL PERSONAL SERVICES:	19,377	19,377	9,689	19,377	12,918	12,918
511.40.01 Travel Conferences & Meetings	2,292	5,000	2,193	2,924	3,900	3,900
511.47.01 Printing & Binding	498	-	1,008	1,343	1,500	1,500
511.51.01 Office Supplies	551	-	-	-	-	-
511.54.01 Dues, Subscriptions & Memberships	2,611	3,000	300	400	2,500	2,500
511.55.01 Special Events	4,189	3,000	1,177	1,570	2,500	2,500
TOTAL MATERIALS, SUPPLIES, SERVICES:	10,141	11,000	4,678	6,237	10,400	10,400
TOTAL OPERATING BUDGET:	29,518	30,377	14,366	25,614	23,318	23,318
 TOTAL DEPARTMENT BUDGET:	 29,518	 30,377	 14,366	 25,614	 23,318	 23,318

**VILLAGE OF BISCAYNE PARK
ADOPTED
BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: COMMISSION
FUND GENERAL
ACCOUNT: 511

WORKSHEET

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
511.11.01 Salaries / Reimbursements	Mayor @ \$1,000 x 4 quarters 4 Commissioners @ \$500 x 4 quarters x 4 Total Salaries:	4,000.00 8,000.00 12,000.00	12,000.00
511.21.01 FICA Taxes	As required by Law @ 6.20%	744.00	744.00
511.21.02 Medicare	As required by Law @ 1.45%	174.00	174.00
511.40.01 Travel Conferences & Meetings	Meetings include: Florida League of Cities Conference, Dade League of Cities Meeting and meetings with other local governmental agencies.	3,900.00	3,900.00
511.47.01 Printing & Binding	Useful for residential & governmental communication. Business cards	1,500.00	1,500.00
511.51.01 Office Supplies	Writing instruments, calendars, note pads, etc. useful for residential and governmental communication.		
511.54.01 Dues, Subscriptions & Memberships	Council membership in various organizations: Florida League of Cities / Miami-Dade League Florida Statutes & other memberships/Miami Herald	2,500.00	2,500.00
511.55.01 Special Events	Village wide celebrations	2,500.00	2,500.00
DEPARTMENT TOTAL:			23,318.00

**VILLAGE OF BISCAYNE PARK
ADOPTED
BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: EXECUTIVE/ADMINISTRATION
FUND GENERAL
ACCOUNT: 512

DEPARTMENT SUMMARY

DEPARTMENT MESSAGE:

This is the second budget that incorporates the newly created Village Manager position under the new Charter. The Village Manager, as the Chief Administrative Officer, now has the power to hire and fire all employees and to manage the day-to-day operations of the Village. Commissioners are banned from interfering with the administration in carrying out their duties. In this account we have also included the functions and expenses of the Village Clerk.

DESCRIPTION OF SERVICES:

The Manager is responsible for the day-to-day operations of the Village and carries out the policies and direction of the Commission through his department heads and their subordinates. The Village Clerk is responsible for the maintenance and safekeeping of all of the official records of the Village and is the official custodian of all ordinances, resolutions, contracts and Commission minutes.

PERFORMANCE MEASURES:

None

RESOURCE REQUIREMENTS:	BUDGET 2006-2007	ADOPTED BUDGET 2007-2008
No. of Personnel	2	2
Total Operating Budget	204,523	231,590
% of Operating Budget 2006-2007		13.23%
Capital (incl. Lease/Purchase/Interest)	-	-
Other Non-Operating Funds	-	-
TOTAL BUDGET:	204,523	231,590

**VILLAGE OF BISCAYNE PARK
ADOPTED
BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: EXECUTIVE/ADMINISTRATION
FUND GENERAL
ACCOUNT: 512

SCHEDULE 1

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
PERSONAL SERVICES:	95,860	157,523	119,422	159,229	164,540	164,540
MATERIALS, SUPPLIES, SERVICES:	48,109	47,000	16,950	22,601	67,050	67,050
TOTAL OPERATING BUDGET:	143,969	204,523	136,372	181,830	231,590	231,590
CAPITAL:	-	-	-	-	-	-
GRANTS & AIDS:	-	-	-	-	-	-
OTHER NON-OPERATING EXPENSES:	-	-	-	-	-	-
TOTAL NON-OPERATING BUDGET:	-	-	-	-	-	-
TOTAL DEPARTMENT BUDGET:	143,969	204,523	136,372	181,830	231,590	231,590

**VILLAGE OF BISCAYNE PARK
ADOPTED
BUDGET
FISCAL YEAR 2007-2008**

**DEPARTMENT:
FUND
ACCOUNT:**

**EXECUTIVE/ADMINISTRATION
GENERAL
512**

SCHEDULE 2

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
512.12.01 Regular Salaries	67,063	126,879	97,865	130,487	130,520	130,520
512.13.01 Other Salaries & Wages	735	-	-	-	4,240	4,240
512.19.01 Compensated Absences		-		-		
512.21.01 FICA Taxes	4,108	7,867	6,068	8,090	8,355	8,355
512.21.02 Medicare	961	1,840	1,419	1,892	1,954	1,954
512.22.01 Retirement	2,826	10,818	7,977	10,636	11,271	11,271
512.23.01 Life, Health & Dental Insurance	6,403	4,332	4,151	5,535	5,772	5,772
512.24.01 Workers Compensation		787	636	848	1,228	1,228
512.25.01 Unemployment Compensation		-	856	1,141		
512.34.01 Contractual Services	13,764	5,000	450	600	1,200	1,200
TOTAL PERSONAL SERVICES:	95,860	157,523	119,422	159,229	164,540	164,540
512.40.01 Travel, Conferences & Meetings	574	4,000	3,362	4,483	3,500	3,500
512.40.02 Travel/Auto Allowance					4,800	4,800
512.46.02 R&M - Equipment	-	-	614	819	750	750
512.47.01 Printing & Binding	732	1,000	168	224	500	500
512.49.02 Legal Advertising	27,797	25,000	9,499	12,666	25,000	25,000
512.49.04 Ordinance Codification	98	10,000		-	15,000	15,000
512.49.06 Election	17,785	1,000	161	215	10,000	10,000
512.51.01 Office Supplies	460	1,000	877	1,169	1,500	1,500
512.52.12 Special Departmental Supplies	263	1,500	525	701	1,000	1,000
512.54.01 Dues, Subscriptions & Memberships	210	1,500	1,743	2,324	2,500	2,500
512.54.02 Education & Training	190	2,000		-	2,500	2,500
TOTAL MATERIALS, SUPPLIES, SERVICES:	48,109	47,000	16,950	22,601	67,050	67,050
TOTAL DEPARTMENT EXPENSE:	143,969	204,523	136,372	181,830	231,590	231,590

**VILLAGE OF BISCAYNE PARK
ADOPTED
BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: EXECUTIVE/ADMINISTRATION
FUND GENERAL
ACCOUNT: 512

WORKSHEET
Page 1

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
512.12.01 Regular Salaries	(2) Administrative Salaries: Village Manager Village Clerk Total Salaries:	 134,760	 134,760
512.21.01 FICA Taxes	As required by Law @ 6.20%	8,355	8,355
512.21.02 Medicare	As required by Law @ 1.45%	1,954	1,954
512.22.01 Retirement	Village Manager @ 13.12%	11,271	11,271
512.23.01 Life, Health & Dental Insurance	Villager Manager	5,772	5,772
512.24.01 Workers' Compensation	Estimated expense for departmental share	1,228	1,228
512.34.01 Contract Service	Contractual services as needed (e.g. Transcribing)	1,200	1,200
512.40.01 Travel, Conferences & Meetings	Conferences and meetings keep the Village Manager and Village Clerk informed of current topics and issues as well as enable them to maintain their certification.	3,500	3,500
512.40.02 Travel/Auto Allowance	Village Manager car allowance per contract	4,800	4,800
512.46.02 R&M - Equipment	Repair & Maintenance necessary to maintain office equipment.	750	750
512.47.01 Printing & Binding	Business cards & other incidental printing as needed. Employment, and other required public notices.	500	500
512.49.02 Legal Advertising	For advertising of Village Ordinances, RFP's, meetings, employment, and any variances submitted by the Planning & Zoning Board.	25,000	25,000

**VILLAGE OF BISCAYNE PARK
ADOPTED
BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: EXECUTIVE/ADMINISTRATION
FUND GENERAL
ACCOUNT: 512

WORKSHEET
Page 2

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
512.49.04 Ordinance Codification	Codification incorporates new legislation into Municipal Code Books. The Code Books are in a state of disrepair, need replacement, and need to be updated (last update 1994). Cost will vary, depending on the number of pages supplemented.	15,000	15,000
512.49.06 Election	Expenses related to the election.	10,000	10,000
512.51.01 Office Supplies	Supplies for the operation of the Manager's and the Clerk's office.	1,500	1,500
512.52.13 Special Departmental Supplies	Items particular to the Department including books, cassettes, etc. To include lapel pins for residents.	1,000	1,000
512.54.01 Dues, Subscriptions & Memberships	Dues to professional associations and subscriptions to professional journals and magazines.	2,500	2,500
512.54.02 Education & Training	Attend seminars dealing with new legislation and issues which impact the Village, as well as, qualify for CEP credit to maintain certification. Training provides	2,500	2,500
TOTAL DEPARTMENT:			231,590.00

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: FINANCE
FUND GENERAL
ACCOUNT: 513

DEPARTMENT SUMMARY

DEPARTMENT MESSAGE:

The Finance Department will not have a full time Finance Director for this fiscal year. Instead, the Village will continue to utilize the services of contract financial personnel. The use of outside financial expertise has proved extremely satisfactory over the past year and will be extended into the new year.

DESCRIPTION OF SERVICES:

The Finance Department processes and records all fiscal activity of the Village. This includes the weekly preparation of payroll checks as well as maintaining and processing accounts payable. Bank reconciliations are done monthly and are up to date. Monitoring the Village's cash position and cash forecasting is an extremely important function of this department.

PERFORMANCE MEASURES:

None at this time.

RESOURCE REQUIREMENTS:	BUDGET 2006-2007	ADOPTED BUDGET 2007-2008
No. of Personnel	0.5	0.5
Total Operating Budget	143,458.00	132,899.00
% of Operating Budget 2006-2007		-7.36%
Capital (incl. Lease/Purchase/Interest)	0.00	0.00
Other Non-Operating Funds	0.00	0.00
TOTAL BUDGET:	143,458.00	132,899.00

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

**DEPARTMENT: FINANCE
FUND GENERAL
ACCOUNT: 513**

SCHEDULE 1

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
PERSONAL SERVICES:	16,053	16,708	15,752	21,003	18,974	18,974
MATERIALS, SUPPLIES, SERVICES:	90,992	126,750	93,377	114,837	113,925	113,925
TOTAL OPERATING BUDGET:	107,045	143,458	109,129	135,840	132,899	132,899
CAPITAL:	-	-	-	-	-	-
TOTAL NON-OPERATING BUDGET:	-	-	-	-	-	-
TOTAL DEPARTMENT BUDGET:	107,045	143,458	109,129	135,840	132,899	132,899

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

**DEPARTMENT:
FUND
ACCOUNT:**

**FINANCE
GENERAL
513**

SCHEDULE 2

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
513.12.01 Regular Salaries	12,936	12,150	11,551	15,401	13,217	13,217
513.13.01 Banked Sick/Vacation		-		-		
513.14.01 Overtime	300			-	430	430
513.21.01 FICA Taxes	821	753	716	955	846	846
513.21.02 Medicare	192	180	167	223	198	198
513.22.01 Retirement	1,036	1,200	1,138	1,517	1,344	1,344
513.23.01 Life, Health & Dental Insurance	768	2,350	2,119	2,826	2,939	2,939
513.24.01 Workers Compensation		75	61	81		
513.25.01 Unemployment Compensation		-		-	-	-
TOTAL PERSONAL SERVICES:	16,053	16,708	15,752	21,003	18,974	18,974
513.32.01 Accounting & Audit Services	22,552	29,000	29,000	29,000	25,500	25,500
513.34.01 Contract Services	52,263	80,000	51,692	68,923	70,000	70,000
513.34.02 Contract Services-HTE	15,444	17,500	12,395	16,526	17,500	17,500
513.40.01 Travel, Conferences & Meetings	24	-		-	350	350
513.46.02 R&M - Equipment	70	-		-		
513.51.01 Office Supplies	189	250	291	388	500	500
513.54.01 Dues, Subscriptions & Memberships	205	-		-	75	75
513.54.02 Education & Training	245	-		-		
TOTAL MATERIALS, SUPPLIES, SERVICES:	90,992	126,750	93,377	114,837	113,925	113,925
TOTAL OPERATING BUDGET:	107,045	143,458	109,129	135,840	132,899	132,899
513.64.02 Machinery & Equipment		-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL NON-OPERATING BUDGET:	-	-	-	-	-	-
TOTAL DEPARTMENT BUDGET	107,045	143,458	109,129	135,840	132,899	132,899

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

**DEPARTMENT: FINANCE
FUND GENERAL
ACCOUNT: 513**

WORKSHEET
Page 1

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
513.12.01 Regular Salaries	1/2 Clerk Salary	13,647	13,647
513.21.01 FICA Taxes	As required by Law @ 6.20%	846	846
513.21.02 Medicare	As required by Law @ 1.45%	198	198
513.22.01 Retirement	Existing Village Policy @ 9.85%	1,344	1,344
513.23.01 Life, Health & Dental Insurance	Existing Village policy as follows: Life, Dental and Health Insurance 1/2 person	2,939	2,939
513.24.01 Workers' Compensation	Estimated expense of departmental share	-	-
513.32.01 Accounting & Audit Services	Annual Audit for FY 2005-2006 including single audit	25,500	25,500
513.34.01 Contract Services	Approximately 20 hours per week provided through the services of one individual with backup contingency.	70,000	70,000
513.34.01 Contract Services	H.T.E.-ASP financial program-(4) users- Payroll, Finance, A/R, A/P, Cash Receipts & G/ L programming	17,500	17,500
513.40.01 Travel, Conferences & Meetings	SFGFOA dinner meetings and conferences attended with the Manager and Clerk.	350	350
513.46.02 R&M - Equipment	Repair & Maintenance necessary to maintain office equipment.	-	-

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

**DEPARTMENT: FINANCE
FUND GENERAL
ACCOUNT: 513**

WORKSHEET
Page 2

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
513.51.01 Office Supplies	Supplies used for operation of the Department. Includes Folders, writing instruments, tabs, pads, etc.	500	500
513.54.01 Dues, Subscriptions & Memberships	SFGFOA membership.	75	75
513.54.02 Education & Training	Responsibility of Independent Contractor	-	-
513.64.02 Machinery and Equipment		-	-
DEPARTMENT TOTAL:			132,899

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: GENERAL GOVERNMENT
FUND General
ACCOUNT: 519

DEPARTMENT SUMMARY

DEPARTMENT MESSAGE:
The General Government budget reflects items and services which are of city-wide significance and which are not allocated to a particular department. This includes allocations for General and Property insurance, the Village Attorney, other professional services, contract services, utilities, and other general government expenditures that benefit multiple departments.
DESCRIPTION OF SERVICES:
No service to the general public; only internal supplies and expenditure distribution to affected departments and persons.
PERFORMANCE MEASURES:
None at this time.

RESOURCE REQUIREMENTS:	BUDGET 2006-2007	ADOPTED BUDGET 2007-2008
No. of Personnel	0.5	0.5
Total Operating Budget	333,464	311,883
% of Operating Budget 2006-2007		-6.47%
Capital (incl. Lease/Purchase/Interest)	2,500	13,609
Other Non-Operating Funds	2,500	18,109
TOTAL BUDGET:	338,464	343,601

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: GENERAL GOVERNMENT
FUND General
ACCOUNT: 519

SCHEDULE 1

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
PERSONAL SERVICES:	48,054	16,709	19,310	25,747	39,634	39,634
MATERIALS, SUPPLIES, SERVICES:	229,613	316,755	246,346	318,430	272,249	272,249
TOTAL OPERATING BUDGET:	277,667	333,464	265,656	344,177	311,883	311,883
CAPITAL:	39,245	2,500	2,237	-	13,609	13,609
GRANTS & AIDS:	2,500	2,500	2,000	2,000	4,500	4,500
OTHER NON-OPERATING EXPENSES:	-	-	-	-		
TOTAL NON-OPERATING BUDGET:	41,745	5,000	4,237	2,000	18,109	18,109
TOTAL DEPARTMENT BUDGET:	319,412	338,464	269,894	346,177	329,992	329,992

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT:		GENERAL GOVERNMENT				SCHEDULE 2	
FUND		General					
ACCOUNT:		519					
		FY05-06	FY06-07	FY06-07	FY06-07	FY07-08	FY07-08
OBJECT:		AUDITED	ADOPTED	YEAR TO DATE	ESTIMATED	MANAGER	ADOPTED
			BUDGET	ACTUAL	TOTAL	RECOMMEND	BUDGET
519.12.01	Regular Salaries	33,963	12,150	13,909	18,546	27,069	27,069
519.14.01	Overtime	1,823	-	152	203	200	200
519.21.01	FICA Taxes	2,201	754	891	1,187	1,691	1,691
519.21.02	Medicare	515	180	208	278	395	395
519.22.01	Retirement	2,208	1,200	804	1,073	1,322	1,322
519.23.01	Life, Health & Dental Insurance	6,044	2,350	3,285	4,379	8,711	8,711
519.24.01	Workers' Compensation	1,100	75	61	81	246	246
519.25.01	Unemployment Compensation	200	-		-		
TOTAL PERSONAL SERVICES:		48,054	16,709	19,310	25,747	39,634	39,634
519.31.01	Prof Svcs - Attorney	70,162	60,000	45,560	60,747	60,000	60,000
519.31.02	Prof Svcs - Legal Cont.	12,507	30,000	80,821	107,761	30,000	30,000
519.31.03	Prof Svcs - Other	3,083	21,000	7,958	10,611	25,000	25,000
519.31.04	Prof Svcs - Contract Med	165	500	1,170	1,560	2,500	2,500
519.41.01	Telephone	13,219	12,000	9,675	12,900	13,000	13,000
519.42.01	Postage & Freight	6,055	6,500	1,646	2,194	6,000	6,000
519.43.01	Electric	29,048	30,000	18,288	24,384	30,000	30,000
519.43.02	Water	754	1,000	999	1,332	1,500	1,500
519.44.02	Rental/Leases - Equip	7,766	7,500	8,426	11,235	13,200	13,200
519.45.01	Insurance	28,205	31,900	32,133	32,133	35,000	35,000
519.46.02	Rep & Maint - Equip	4,573	1,500	4,864	6,486	5,000	5,000
519.47.01	Printing & Binding	819	500	1,485	1,980	2,000	2,000
519.48.01	Promotions- Newsletter	5,833	12,000	6,532	8,709	3,350	3,350
519.48.02	Promotions - Legis Rep	31,309	30,000	16,667	22,222	25,000	25,000
519.49.01	Misc/Credit Card and Bank Fees	10,441	500	4,468	6,637	10,000	10,000
519.51.01	Office Supplies - General	3,226	3,500	3,518	4,690	4,900	4,900
519.52.01	Operating Supplies	2,205	2,000	1,272	1,696	1,600	1,600

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT:
FUND
ACCOUNT:

GENERAL GOVERNMENT
General
519

SCHEDULE 2
Page 2

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
519.54.01 Dues & Subscriptions	243	350	865	1,153	1,200	1,200
519.59.01 Contingency	-	66,005	-	-	2,999	2,999
TOTAL MATERIALS, SUPPLIES, SERVICES:	229,613	316,755	246,346	318,430	272,249	272,249
TOTAL OPERATING BUDGET:	277,667	333,464	265,656	344,177	311,883	311,883
519.64.02 Machinery & Equipment		2,500	2,237	-		
519.64.03 Capital Outlay	39,245	-	-	-	13,609	13,609
TOTAL CAPITAL OUTLAY	39,245	2,500	2,237	-	13,609	13,609
519.82.01 Aid to Private Organizations	2,500	2,500	-	-	2,500	2,500
519.82.02 Ed Burke Pension			2,000	2,000	2,000	2,000
GRANTS & AIDS:	2,500	2,500	2,000	2,000	4,500	4,500
OTHER NON-OPERATING EXPENSES:	-	-	-	-		
TOTAL NON-OPERATING BUDGET:	41,745	5,000	4,237	2,000	18,109	18,109
TOTAL DEPARTMENT BUDGET:	319,412	338,464	269,894	346,177	329,992	329,992

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: GENERAL GOVERNMENT
FUND General
ACCOUNT: 519

WORKSHEET
Page 1

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
519.12.01 Regular Salaries	1/2 General Government Clerk	27,069	27,069
519.14.01 Overtime	Must be approved by the Village Manager	200	200
519.21.01 FICA Taxes	As required by Law @ 6.20%	1,691	1,691
519.21.02 Medicare	As required by Law @ 1.45%	395	395
519.22.01 Retirement	Determined by FRS @ 9.85%	1,322	1,322
519.23.01 Life, Health & Dental Insurance	Life, Health, & Dental insurance	8,711	8,711
519.24.01 Workers' Compensation	Based on salary	246	246
519.25.01 Unemployment Compensation	Estimated expense	-	-
519.31.01 Attorney Legal Fees	Annual retainer - attendance at regular and special commission meetings and workshops; reviews correspondence, resolutions and contractual documents; issuance of written opinions on all legal matters affecting the Village; review, approve as to form and correct applications for zoning relief, routing negotiations with contractors and other governmental entities; negotiate settlement of disputed claims prior to commencement of litigation; monitoring and review outside attorneys on Workers' compensation, liability and other matters.	60,000	60,000

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: GENERAL GOVERNMENT
FUND General
ACCOUNT: 519

WORKSHEET
Page 2

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
519.31.02 Legal - Other	Outside legal consultants as need arises.	30,000	30,000
519.31.03 Other Professional Services	Court recordings, transcribing, comp plan, computer tech.	25,000	25,000
519.31.04 Contract Services	Medical exams	2,500	2,500
519.41.01 Telephone	Telephone service, T1 Lines, etc.	13,000	13,000
519.42.01 Postage, Freight & Express Charges	Includes postage for correspondence, payments, notices, certified/return receipt notices, FEDEX, Express Mail, courier services, etc. all departments.	6,000	6,000
519.43.01 Electric Utility Service	Outdoor Lighting - # 73236-86951 Street Lighting - #61051-80944 Village Hall - 640 NE 114th ST Meter #5C90335 Street Sign - 600 NE 113th ST Meter #5C11969 MNMT Lgt. - 11440 NE 6th Ave Meter #2A05022 Total General Government Electric:	30,000	30,000
519.43.02 Water Utility Services	Village Hall - 640 NE 114th ST Meter for utility and bottled water.	1,500	1,500
519.44.02 Equipment Rental & Lease	Toshiba Copier, Pitney Bowes meter & storage facilities.	13,200	13,200
519.45.01 Insurance	To maintain protection against catastrophic loss, General Liability, Property Insurance Renewals & Flood Insurance - all buildings	35,000	35,000

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: GENERAL GOVERNMENT
FUND General
ACCOUNT: 519

WORKSHEET
Page 3

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
519.46.02 Repair & Maintenance - Equipment	R&M to keep equipment in operable condition.	5,000	5,000
519.47.01 Printing & Binding	Letterhead, envelopes, checks and other materials for proper communication with residents and other entities.	2,000	2,000
519.48.01 Communications - Newsletter	Newsletter - 4 issues professional printing-PW delivers	3,350	3,350
519.48.02 Legislative Representative	For procurement of grants and other resources from State/County. David Caserta Lobbyist.	25,000	25,000
519.49.01 Misc/Credit Card and Bank Fees	Misc expenditures, credit card and bank fees	10,000	10,000
519.51.01 Office Supplies - General	For general government purposes, includes copy machine paper, toner, staples, etc	4,900	4,900
519.51.01 Operating Supplies	Items of Village-wide significance: proclamations, certificates of appreciation, pins, plaques, coffee, candy, etc.	1,600	1,600
519.54.01 Dues, Subscriptions & Memberships	Website domain	1,200	1,200
519.59.01 Contingency	To ensure continued City operations in case of emergencies, or other unanticipated expenses.	2,999	2,999
519.64.01 Machinery & Equipment		-	-

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: GENERAL GOVERNMENT
FUND General
ACCOUNT: 519

WORKSHEET
Page 4

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
519.64.03 Capital Outlay	Entryway Sign	13,609	13,609
519.82.01 Aids to Private Organizations	North Miami Senior Citizens Foundation	2,500	2,500
519.82.02 Ed Burke Pension	Annual payment to Ed Burke	2,000	2,000
TOTAL DEPARTMENT:			316,383

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: POLICE
FUND GENERAL
ACCOUNT: 521

DEPARTMENT SUMMARY

DEPARTMENT MESSAGE:		
The Police Department is responsible for the protection of life and property in the Village. The Police Department's mission is to provide prompt, professional, courteous delivery of police services to the community and to provide assistance to all members of the community with a well trained police staff.		
DESCRIPTION OF SERVICES:		
Services provided by the Police Department include response to calls for service, traffic enforcement, and crime prevention through the delivery of the Community Policing Model. The Police Department is responsible also for the delivery of supplemental services such as crime prevention, neighborhood crime watch, code enforcement, citizen youth education and enforcement of the laws of the Village and State.		
PERFORMANCE MEASURES:		
Performance measures in place include: (1) Uniform Crime Reports, (2) Satisfaction surveys, and (3) Involvement of the community in crime watch and the community policing concept. The police department is staffed with the chief of poice, a police captain, 2 police sergeants, 7 police officers and currently 12 non-paid part-time police reserve officers.		
RESOURCE REQUIREMENTS:	BUDGET 2006-2007	ADOPTED BUDGET 2007-2008
No. of Personnel	11	12
Total Operating Budget	932,495	1,060,894
% of Operating Budget 2006-2007		14%
Capital (incl. Lease/Purchase/Interest)	23,600	5,968
Other Non-Operating Funds	-	-
TOTAL BUDGET:	956,095	1,066,862

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

**DEPARTMENT: POLICE
FUND GENERAL
ACCOUNT: 521**

SCHEDULE 1

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
PERSONAL SERVICES:	750,412	812,235	678,156	904,209	900,694	900,694
MATERIALS, SUPPLIES, SERVICES:	162,291	120,260	121,270	161,695	160,200	160,200
TOTAL OPERATING BUDGET:	912,703	932,495	799,427	1,065,904	1,060,894	1,060,894
CAPITAL:	29,501	23,600	35,230	35,230		5,968
GRANTS & AIDS:	-	-	-	-		-
OTHER NON-OPERATING EXPENSES:	-	-	-	-	5,968	-
TOTAL NON-OPERATING BUDGET:	29,501	23,600	35,230	35,230	5,968	5,968
TOTAL DEPARTMENT BUDGET:	942,204	956,095	834,657	1,101,134	1,066,862	1,066,862

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

**DEPARTMENT:
FUND
ACCOUNT:**

**POLICE
GENERAL
521**

SCHEDULE 2

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
521.12.01 Regular Salaries	438,869	524,382	375,752	501,002	516,287	516,287
521.13.01 Other Salaries & Wages	21,569	-	22,708	30,277	17,000	17,000
521.14.01 Overtime	31,529	19,000	71,695	95,593	64,000	64,000
521.15.01 Special Pay - Officer Incentive	5,820	6,000	4,140	5,520	6,000	6,000
521.16.01 Court Time	5,314	5,000	3,701	4,934	5,000	5,000
521.17.01 Holiday Pay		-		-		
521.19.01 Banked Sick Leave		-		-		
521.21.01 FICA Taxes	36,850	34,742	29,550	39,400	37,714	37,714
521.21.02 Medicare	8,632	8,125	6,910	9,213	8,820	8,820
521.21.03 FICA Taxes Hurricane	(1,000)			-		
521.21.04 Medicare Hurricane	(1,000)			-		
521.22.01 Retirement	118,015	117,233	90,840	121,121	127,254	127,254
521.23.01 Life, Health & Dental Insurance	(1,000)	56,833	46,294	61,726	69,578	69,578
521.24.01 Workers' Compensation	60,164	35,920	26,567	35,423	49,041	49,041
521.25.01 Unemployment Compensation	26,650	5,000		-		
TOTAL PERSONAL SERVICES:	750,412	812,235	678,156	904,209	900,694	900,694
521.31.04 Contract Services - Medical	90	750	2,767	3,689	500	500
521.40.01 Travel, Conferences & Meetings	2,156	3,300	1,518	2,024	3,000	3,000
521.41.01 Telephone & Cellular Air Time	2,634	3,000	3,730	4,973	7,000	7,000
521.44.01 Equipment Rental	480	2,660	1,125	1,500	1,500	1,500
521.45.01 Insurance - Auto		22,000	11,300	15,067	21,700	21,700
521.45.02 Insurance - Prof.Liability	24,000	20,500	14,700	19,600	25,600	25,600
521.46.01 R&M - Vehicles	14,112	15,000	11,492	15,323	15,000	15,000
521.46.02 R&M - Equipment	3,475	3,000	5,196	6,928	4,000	4,000
521.46.03 R&M - Radio			2,734	3,646	4,000	4,000
521.47.01 Printing & Binding	1,899	1,500	419	558	1,000	1,000
521.51.01 Office Supplies	4,395	3,000	3,541	4,722	4,500	4,500
521.52.02 Gas & Oil	27,009	25,000	42,269	56,358	50,000	50,000

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

**DEPARTMENT:
FUND
ACCOUNT:**

**POLICE
GENERAL
521**

**SCHEDULE 2
Page 2**

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
521.52.03 Tires & Tire Repair	1,099	2,500	3,596	4,794	3,500	3,500
521.52.04 Uniforms	3,183	5,000	4,224	5,632	5,000	5,000
521.52.05 Vests - Body Armor		600		-	600	600
521.52.06 Dry Cleaning - Uniforms	2,763	2,200	1,585	2,113	2,000	2,000
521.52.07 Ammunition	2,092	2,050	1,101	1,468	1,600	1,600
521.52.08 Photography	5	200	136	181	200	200
521.52.12 Special Department Supplies	4,739	3,200	5,446	7,261	3,000	3,000
521.54.01 Dues, Subscriptions & Memberships	2,400	1,500	2,449	3,265	3,000	3,500
512.54.02 Education & Training	3,523	3,300	1,945	2,593	3,500	3,000
521.59.01 Contingency-Hurricane	29,033	-		-		
521.59.02 Hurricane Payroll	33,204	-		-		
TOTAL MATERIALS, SUPPLIES, SERVICES:	162,291	120,260	121,270	161,695	160,200	160,200
TOTAL OPERATING BUDGET:	912,703	932,495	799,427	1,065,904	1,060,894	1,060,894
521.64.01 Vehicles-debt svc	24377	16,600	35,230	35,230	5,968	5,968
521.64.02 Machinery & Equipment - 800 MHz	5124	7,000				
TOTAL CAPITAL OUTLAY	29,501	23,600	35,230	35,230	5,968	5,968
GRANTS & AIDS:	-	-	-	-		-
OTHER NON-OPERATING EXPENSES:	-	-	-	-		-
TOTAL NON-OPERATING BUDGET:	29,501	23,600	35,230	35,230	5,968	5,968
TOTAL DEPARTMENT BUDGET:	942,204	956,095	834,657	1,101,134	1,066,862	1,066,862

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: POLICE
FUND GENERAL
ACCOUNT: 521

WORKSHEET
Page 1

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
521.12.01 Regular Salaries *** *** UNDER CONTRACT NEGOTIATION ***	Salaries & Wages: Chief of Police Captain/Lt. 2 Sergeants 7 full-time Officers Department Clerk Total Department Salaries:		
		516,287	516,287
521.13.01 Other Salaries & Wages	Reserve Officers - Includes Compensation for all Part-time officers at \$1.00 per year salary per officer and \$15.00 per court appearance.	17,000	17,000
521.14.01 Overtime	Wages for time worked in excess of 40 hours/wk required	64,000	64,000
521.15.01 Special Pay - Officer Incentive	Mandated increase per state regulations for full-time officers achieving advanced education and training	6,000	6,000
521.16.01 Court time	Payment to full-time officers for court appearances, depositions, pre-file conferences and other court related meetings, seminars, etc. when on off-duty or on vacation time. Required per PBA Contract.	5,000	5,000
521.17.01 Holiday Pay	Funding for payment of eleven (11) PBA negotiated paid holidays. Included in salaries.	-	-
521.19.01 Banked Sick Leave	Provides payment of sick leave when required or banked in accordance with PBA contract.	-	-
521.21.01 FICA Taxes	As required by Law @ 6.20%	37,714	37,714
521.21.02 Medicare	As required by Law @ 1.45%	8,820	8,820

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: POLICE
FUND GENERAL
ACCOUNT: 521

WORKSHEET
Page 2

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
521.22.01 Retirement	Established by FRS @ 20.92% for officers and department clerk @ 9.85%	127,254	127,254
	Notes: Budgeted FICA, Medicare and Retirement Benefits based on the sum of Regular Salaries, Overtime, Incentive Pay, Court Time and Holiday Pay multiplied by the required percentage as noted above.		
521.23.01 Life, Health & Dental Insurance	Life, Dental and Health	69,578	69,578
521.24.01 Workers' Compensation	Estimated expense departmental share	49,041	49,041
521.25.01 Unemployment Compensation	Estimated expense departmental share	-	-
521.31.04 Contract Services - Medical	Per PBA Contract - Medical check-ups for full time officers/police applicants; drug testing/screening, psychological testing for applicants/current employees (if necessary); Full-time officers authorized for annual medical check-up. State law requires applicants to submit to drug and psychological screenings.	500	500
521.40.01 Travel, Conferences & Meetings	Budget amount includes registration, transportation, meals, etc. for Chief and Staff to attend training functions, seminars, conferences, etc. which keeps the department well trained and knowledgeable on current issues and techniques.	3,000	3,000
521.41.01 Telephone & Cellular Air Time	Necessary for emergency communications from the police Department: Bell South - 895-71xx (private No.) official purposes while on duty.	7,000	7,000

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: POLICE
FUND GENERAL
ACCOUNT: 521

WORKSHEET
Page 3

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
521.44.01 Equipment Rental	Includes rentals for record storage and other police equipment.	1,500	1,500
521.45.01 Auto Insurance	Insurance for all city police service vehicles.	21,700	21,700
521.45.02 Insurance - Professional Liability	Professional liability insurance based on payroll	25,600	25,600
521.46.01 R&M - Vehicles	Repair and Maintenance for Police vehicles, including tune ups, brakes, oil changes & service, transmission and worn out parts replacement, etc.	15,000	15,000
521.46.02 R&M - Equipment	Repair and Maintenance of department equipment including: mobile/handheld radios, radar units sirens, light bars, computers, furniture, other "small items", etc. Includes calibration of Radar Units required by State Law every 6 months.	8,000	8,000
521.47.01 Printing & Binding	Items particular to the Department. Includes forms, decals, stationary and other related printed material necessary to maintain department standards.	1,000	1,000
521.51.01 Office Supplies	Necessary for the operation of the department. Includes staples, computer supplies, paper, etc.	4,500	4,500
521.52.02 Gas & Oil	Gasoline, oil, and fluids for operation of vehicles. Purchased from North Miami Motor Pool @ approx. 2.13/gal plus 10% administration fee.	50,000	50,000
521.52.03 Tires & Tire Repair	Purchase, repair, mounting, stems, balancing, rotating and alignment of Police Vehicle tires. Goodyear Tires purchased under the State of Florida contract for tires.	3,500	3,500

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

**DEPARTMENT: POLICE
FUND GENERAL
ACCOUNT: 521**

**WORKSHEET
Page 4**

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
521.52.04 Uniforms	Uniforms project a positive and professional image. Includes shirts, pants, jackets, hats, chevrons, rain gear, shoes, badges, collar brass, buttons, name tags, rank, hat bands, riot helmets, and other accessories.	5,000	5,000
521.52.05 Vests - Body Armor	Bullet proof body armor for all full time officers per PBA Contract, provide safety to members of the force.	600	600
521.52.06 Dry Cleaning - Uniforms	Dry cleaning, alterations, repairs to ensure good repair and appearance at all times. Per PBA contract.	2,000	2,000
521.52.07 Ammunition	Required. Includes ammunition for required training for for officers duty weapons, off-duty weapons and auxiliary weapons; rental of police shooting range including fee for range duty officer, targets, backers, frames, ear/eye protection, gun cleaning kits and materials.	1,600	1,600
521.52.08 Photography	Film for 35mm & Polaroid; developing of film and repair/maintenance/replacement of camera equipment.	200	200
521.52.12 Special Department Supplies	Supplies not otherwise budgeted: flares, fuses, keys, locks, batteries, barrier tape, evidence tape, rope, clippers, tools, repair/maintenance weapons, fingerprinting supplies, hurricane supplies, awards, citations, etc.	3,500	3,500
521.54.01 Dues, Subscriptions & Memberships	Includes: Statutes, Handbooks, PSD, DCCP, FPCA, IACP, storage/archives for Village Public Records.	3,000	3,000

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: POLICE
FUND GENERAL
ACCOUNT: 521

WORKSHEET
Page 5

OBJECT CODE/ACCOUNT NAME:		DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
521.54.02	Education and Training	Required education and training to maintain standards established by the department.	3,000	3,000
521.64.01	Vehicles	Lease payment for 2005 police vehicle. Lease payment for one new 2007 police vehicle.	5,968	5,968
521.64.02	Machinery & Equipment - 800 MHz	Miami-Dade handles radio communications for the Biscayne Park Police Department, including Dispatch and 911 emergency systems, FCC radio frequency and air time. Participation in the 800 MHz System is mandated by Dade County. Access to the FCIC and NCIC Systems provides the ability to record data and access State and Federal information "on-line". Includes the 800Mhz system (payment and maintenance); mobile and hand-held radios; Chargers, antennae, carrying cases, power pack for base station . Repair & maintenance of the current system. Annual payment of a ten year note to Miami Dade County for the 800 MHz. radio system. (A 40K loan based on a bond issued by Metro)	-	-
		TOTAL DEPARTMENT:		1,066,862

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: BUILDING
FUND General
ACCOUNT: 524

DEPARTMENT SUMMARY

DEPARTMENT MESSAGE:

Inspections insure that resident's safety and welfare are protected. The Village uses the very strict Miami-Dade Building Code, the 2004 Florida Building Code, the Village of Biscayne Park Land Development Code and the Florida Statutes.

DESCRIPTION OF SERVICES:

The Building Department issues all levels of permits which are inspected by County certified inspectors in those trades as well as a Building Official to oversee all of these operations. All inspectors are part-time contractual inspectors who work on an as needed basis and are paid on a pro-rata basis of the permit fees.

PERFORMANCE MEASURES:

None at this time.

RESOURCE REQUIREMENTS:	BUDGET 2006-2007	ADOPTED BUDGET 2007-2008
No. of Personnel	1	1
Total Operating Budget	107,534	112,577
% of Operating Budget 2006-2007		4.69%
Capital (incl. Lease/Purchase/Interest)	8,000	-
Other Non-Operating Funds (grants)	-	-
TOTAL BUDGET:	115,534	112,577

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: BUILDING
FUND General
ACCOUNT: 524

SCHEDULE 1

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
PERSONAL SERVICES:	81,508	36,634	36,589	48,787	55,477	55,477
MATERIALS, SUPPLIES, SERVICES:	11,628	70,900	26,762	51,188	57,100	57,100
TOTAL OPERATING BUDGET:	93,136	107,534	63,351	99,975	112,577	112,577
CAPITAL:	-	8,000	-	-	-	-
GRANTS & AIDS:	-	-	-	-	-	-
OTHER NON-OPERATING EXPENSES:	-	8,000	7,778	-	-	-
TOTAL NON-OPERATING BUDGET:	-	8,000	7,778	7,778	-	-
TOTAL DEPARTMENT BUDGET:	93,136	115,534	71,129	107,753	112,577	112,577

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT:
FUND
ACCOUNT:

BUILDING
General
524

SCHEDULE 2

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
524.12.01 Regular Salaries	68,127	26,435	28,761	38,348	26,434	26,434
524.13.01 Other Salaries & Wages	750	600		-	16,260	16,260
524.14.01 Overtime	377	-	438	585	750	750
524.21.01 FICA Taxes	4,294	1,676	1,290	1,720	2,694	2,694
524.21.02 Medicare	1,004	392	302	402	630	630
524.22.01 Retirement	2,056	2,663	2,049	2,732	2,688	2,688
524.23.01 Live, Health & Dental Insurance	4,900	4,700	3,614	4,819	5,772	5,772
524.24.01 Workers Compensation	-	168	136	181	249	249
524.25.01 Unemployment Compensation	-	-	-	-		
TOTAL PERSONAL SERVICES:	81,508	36,634	36,589	48,787	55,477	55,477
524.31.06 Inspectors Retainers	5,534	-		-	500	500
524.31.07 Inspectors Fees	2,700	64,400	23,259	46,518	49,000	49,000
524.31.08 Structural Engineer	1,050	1,000	375	500	1,000	1,000
524.46.02 R&M Equipment		1,200	899	1,198	1,500	1,500
524.47.01 Printing & Binding	1,097	1,200	336	448	500	500
524.49.03 Special Departmental Supplies	300	850	168	223	850	850
524.49.07 Misc Zoning Board		-		-		
524.51.01 Office Supplies	752	1,000	1,626	2,168	2,500	2,500
524.54.01 Subscriptions, Memberships, Books	195	250	100	133	250	250
524.54.02 Education & Training		1,000		-	1,000	1,000
TOTAL MATERIALS, SUPPLIES, SERVICES:	11,628	70,900	26,762	51,188	57,100	57,100
TOTAL OPERATING BUDGET:	93,136	107,534	63,351	99,975	112,577	112,577
524.64.02 Machinery & Equipment	-	8,000	7,778	-	-	-
TOTAL CAPITAL OUTLAY	-	8,000	7,778	-	-	-
TOTAL NON-OPERATING BUDGET:	-	8,000	7,778	-	-	-
TOTAL DEPARTMENT BUDGET	93,136	115,534	71,129	99,975	112,577	112,577

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: BUILDING
FUND General
ACCOUNT: 524

WORKSHEET
Page 1

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
524.12.01 Regular Salaries	Building Department Clerk	26,434	26,434
524.13.01 Other Salaries and Wages	Payment for attendance for after hour meetings and inspector salaries.	16,260	16,260
524.14.01 Overtime	Must be approved by the Village Manager.	750	750
524.21.01 FICA Taxes	As required by Law @ 6.20%	2,694	2,694
524.21.02 Medicare	As required by Law @ 1.45%	630	630
524.22.01 Retirement	Determined by FRS @ 9.85%	2,688	2,688
524.23.01 Life, Health & Dental Insurance	Life, Dental and Health Insurance	5,772	5,772
524.24.01 Workers' Compensation	Based on salary	249	249
524.25.01 Unemployment Compensation	Estimated expense: 5 % of total salaries	-	-
524.31.06 Inspectors Retainer	Due to: Building Official, AC/Mechanical, Electrical, Plumbing when no % of permits are due.	500	500
524.31.07 Inspectors Fees	Receives 70% of fees paid.	49,000	49,000
524.31.09 Structural Engineer	For Review of Plans, 100% of fee pass through.	1,000	1,000
524.46.02 R&M Equipment	R&M to keep equipment in operable condition and quarterly maintenance fees on software.	1,500	1,500
524.47.01 Printing & Binding	Permit applications, Permits, business cards, etc.	500	500
524.49.03 Special Department Supplies	Items particular to the Department including books, cassettes, etc.	850	850
06-BUILDING-524			

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: BUILDING
FUND General
ACCOUNT: 524

WORKSHEET
Page 2

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
524.51.01 Office Supplies	Supplies used for operation of the Department. Includes Folders, writing instruments, tabs, pads, etc.	2,500	2,500
524.54.01 Subscriptions, Memberships, Books	Supplement service for Metropolitan Dade County Code, South Florida Building Code, International Code Council, and other publications/subscriptions as may be necessary for the Department to remain current on issues.	250	250
524.54.02 Education & Training	Training seminars to achieve building clerk certification.	1,000	1,000
524.64.02 Capital - Machinery & Equipment	Purchase of one software package for building department and code enforcement and all in one printer/scanner.	-	-
TOTAL DEPARTMENT:			112,577
06-BUILDING-524			

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: CODE ENFORCEMENT
FUND General
ACCOUNT: 529

DEPARTMENT SUMMARY

DEPARTMENT MESSAGE:

Code Enforcement ensures that all properties are in compliance with Village and minimum housing codes.

DESCRIPTION OF SERVICES:

One full time Code Enforcement Officer, under the direction of the Police Chief, enforces the Village Code of Ordinances and the Land Development Regulations. The Village seeks compliance not money when a property not in compliance is cited and fined. However, if that fine, that is set by the Code Enforcement Board for non-compliance, is not paid, the Village places a lien on the property. The Village can foreclose on these liens only against non-homesteaded property.

PERFORMANCE MEASURES:

None at this time.

RESOURCE REQUIREMENTS:	BUDGET 2006-2007	ADOPTED BUDGET 2007-2008
No. of Personnel	1	1
Total Operating Budget	59,949	60,765
% of Operating Budget 2006-2007		1.36%
Capital (incl. Lease/Purchase/Interest)	8,000	-
Other Non-Operating Funds	-	-
TOTAL BUDGET:	67,949	60,765

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: CODE ENFORCEMENT		SCHEDULE 1					
FUND General							
ACCOUNT: 529							
OBJECT:		FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
PERSONAL SERVICES:		50,515	52,999	38,939	53,138	54,215	54,215
MATERIALS, SUPPLIES, SERVICES:		2,681	6,950	1,643	2,190	6,550	6,550
TOTAL OPERATING BUDGET:		53,196	59,949	40,581	55,328	60,765	60,765
CAPITAL:		-	8,000	7,918	7,918	-	-
GRANTS & AIDS:		-	-	-	-	-	-
OTHER NON-OPERATING EXPENSES:		-	-	-	-	-	-
TOTAL NON-OPERATING BUDGET:		-	8,000	7,918	7,918	-	-
TOTAL DEPARTMENT BUDGET:		53,196	67,949	48,499	63,246	60,765	60,765

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT:
FUND
ACCOUNT:

CODE ENFORCEMENT
General
529

SCHEDULE 2

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
529.12.01 Regular Salaries	39,317	40,889	29,889	40,889	40,900	40,900
529.13.01 Other Salaries & Wages						
529.19.01 Compensated Absences		-				
529.21.01 FICA Taxes	2,438	2,535	1,853	2,535	2,536	2,536
529.21.02 Medicare	570	593	433	593	593	593
529.22.01 Retirement	3,292	4,028	2,944	4,028	4,029	4,029
529.23.01 Life, Health & Dental Insurance	4,898	4,700	3,614	4,819	5,772	5,772
529.24.01 Workers' Compensation		254	205	274	385	385
TOTAL PERSONAL SERVICES:	50,515	52,999	38,939	53,138	54,215	54,215
529.33.01 Court/Hearing Reporter	-	-		-		
529.40.01 Travel, Conf & Meetings	95			-		
529.41.01 Telephone	786	1,000	446	595	800	800
529.42.01 Postage		500	60	80	500	500
529.46.01 R&M Vehicles	377	-		-		
529.46.02 R&M Equipment		1,200	759	1,011	1,500	1,500
529.47.01 Printing	750	1,000	88	118	1,000	1,000
529.51.01 Office Supplies & Misc.	295	1,500	36	49	1,500	1,500
529.52.02 Gas & Oil		-		-		
529.52.04 Uniforms		250	163	217	250	250
529.52.06 Dry Cleaning - Uniforms	49	-		-		
529.52.08 Photography	74	-		-		
529.54.01 Dues, Subscriptions & Memberships	255	500		-	500	500
529.54.02 Education & Training	-	1,000	90	120	500	500
TOTAL MATERIALS, SUPPLIES, SERVICES:	2,681	6,950	1,643	2,190	6,550	6,550
TOTAL OPERATING BUDGET:	53,196	59,949	40,581	55,328	60,765	60,765
529.64.02 Machinery & Equipment	-	8,000	7,918	7,918		
TOTAL CAPITAL OUTLAY	-	8,000	7,918	7,918	-	-
TOTAL NON-OPERATING BUDGET:	-	8,000	7,918	7,918	-	-
TOTAL DEPARTMENT BUDGET	53,196	67,949	48,499	63,246	60,765	60,765

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: CODE ENFORCEMENT
FUND General
ACCOUNT: 529

WORKSHEET
Page 1

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
529.12.01 Regular Salaries	Salaries & Wages: 1 Fulltime Code Officer	40,900	40,900
529.21.01 FICA Taxes	As required by Law @ 6.20%	2,536	2,536
529.21.02 Medicare	As required by Law @ 1.45%	593	593
529.22.01 Retirement	Determined by FRS @ 9.85%	4,029	4,029
529.23.01 Life, Health & Dental Insurance	Life, Dental and Health Insurance	5,772	5,772
529.24.01 Workers' Compensation	Estimated departmental share	385	385
529.41.01 Telephone & Cellular Air Time	Mobile phone used for official purposes while on duty.	800	800
529.42.01 Postage	Required for citations, hearings, courtesy notices, liens	500	500
529.45.01 Insurance - Auto	Included in police department	-	-
529.46.01 R&M Vehicles	Included in police department	-	-
529.46.02 R&M - Equipment	R&M to keep equipment in operable condition.	1,500	1,500
529.47.01 Printing	Required for printing forms, citations, hearing/courtesy notices, etc.	500	500
529.51.01 Office Supplies & Misc.	Supplies used for operation of the Department. Includes Folders, writing instruments, tapes, etc. Camera, tape recording other equipment.	1,000	1,000

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: CODE ENFORCEMENT
FUND General
ACCOUNT: 529

WORKSHEET
Page 2

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
521.52.02 Gas & Oil	Gasoline, oil, and fluids for operation of vehicles.	1,000	1,000
529.52.04 Uniforms	Uniforms project a positive and professional image. Includes T-shirts, jacket & other accessories.	250	250
529.52.08 Photography	Film and developing of film for citations	-	-
529.54.01 Dues, Subscriptions & Memberships	(FACE) Florida Association of Code Enforcement; brochures, books, etc.	500	500
529.54.02 Education & Training	Required coursework to maintain certification.	500	500
529.64.02 Machinery / Equipment	Purchase of one software package for building department and code enforcement.	-	-
TOTAL DEPARTMENT:			60,765

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: PUBLIC WORKS
FUND General
ACCOUNT: 534

DEPARTMENT SUMMARY

DEPARTMENT MESSAGE:

The portion of the Public Works Department that is in the General Fund is responsible for the maintenance of parks, parkways and medians, building maintenance, janitorial services, irrigations systems and pump maintenance and repair, and filling in for employees in other divisions that may be on vacation or sick leave.

DESCRIPTION OF SERVICES:

They are responsible for the maintenance of all of the Village's medians, alleys, parks, and buildings. They perform landscaping services to beautify the Village. They also provide janitorial services to all Village buildings, including set-up and cleaning of the recreation center.

PERFORMANCE MEASURES:

None at this time.

RESOURCE REQUIREMENTS:	BUDGET 2006-2007	ADOPTED BUDGET 2007-2008
No. of Personnel	16	4 3/4
Total Operating Budget	1,070,585	374,957
% of Operating Budget 2006-2007		-66.87%
Capital (incl. Lease/Purchase/Interest)	193,700	31,000
Other Non-Operating Funds	-	12,930
TOTAL BUDGET:	1,264,285	418,887

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: PUBLIC WORKS
FUND General
ACCOUNT: 534

SCHEDULE 1

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
PERSONAL SERVICES:	553,700	657,265	469,058	625,411	269,576	269,576
MATERIALS, SUPPLIES, SERVICES:	1,401,244	413,320	270,270	344,257	105,381	105,380
TOTAL OPERATING BUDGET:	1,954,944	1,070,585	739,327	969,668	374,957	374,956
CAPITAL:	25,011	151,400	167,297	167,890	31,000	31,000
DEBT SERVICE	8,353	42,300	46,837	46,838	12,930	12,930
GRANTS & AIDS	-	-	-	-	-	-
TOTAL NON-OPERATING BUDGET:	33,364	193,700	214,135	214,729	43,930	43,930
TOTAL DEPARTMENT BUDGET:	1,988,308	1,264,285	953,462	1,184,397	418,887	418,886

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT:
FUND
ACCOUNT:

PUBLIC WORKS
General
534

SCHEDULE 2
Page 1

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
534.12.01 Regular Salaries	346,546	415,455	299,250	398,999	165,102	165,102
534.13.01 Other Salaries & Wages	5,906	15,530	11,329	15,106	12,362	12,362
534.14.01 Overtime	3,804	4,300	1,780	2,374	3,500	3,500
534.19.01 Banked Sick Leave	23,429	5,000	-	-		
534.21.01 FICA Taxes	22,423	26,990	19,354	25,806	11,220	11,220
534.21.02 Medicare	5,244	6,315	4,527	6,035	2,624	2,624
534.21.03 FICA Taxes Hurricane	(621)	-		-		
534.21.04 Medicare Hurricane	(621)	-		-		
534.22.01 Retirement	29,080	42,885	30,782	41,043	17,825	17,825
534.23.01 Life, Health & Dental Insurance	(621)	75,110	53,581	71,441	36,940	36,940
534.24.01 Workers' Compensation	68,191	61,680	48,455	64,607	20,003	20,003
534.25.01 Unemployment Compensation	50,000	3,000		-		
534.26.01 Other Personal Services	940	1,000		-		
TOTAL PERSONAL SERVICES:	553,700	657,265	469,058	625,411	269,576	269,576
534.34.02 Dump - Garbage/Waste	159,035	195,520	114,721	152,961	-	-
534.34.03 Dump - Recycling	49,310	35,000	28,863	38,485	-	-
534.40.02 Education & Training	3,858	3,200	182	243	3,500	3,500
534.41.01 Telephone	4,323	5,700	3,595	4,794	5,700	5,700
534.43.01 Electric	2,894	6,400	2,075	2,767	3,100	3,100
534.43.02 Water	6,531	5,000	482	643	3,000	3,000
534.44.01 Beeper Rental	108	-		-		
534.44.02 Equipment Rental	2,251	5,000	1,624	2,165	5,000	5,000
534.45.01 Insurance - Auto	23,000	30,000	15,600	20,800	2,400	2,400
534.45.02 Insurance - Liability	-	20,600	14,700	19,600	3,679	3,678
534.45.03 Insurance - Village Bus/Vans					5,482	5,482
534.46.01 R&M Vehicles/Public Works	11,133	18,000	6,748	8,997	4,000	4,000
534.46.04 R&M Vehicles/Village Bus/Vans					2,500	2,500
534.46.02 R&M Equipment	2,704	4,500	452	603	4,500	4,500
534.46.03 R&M Buildings	19,940	31,500	48,315	48,315	31,500	31,500

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT:
FUND
ACCOUNT:

PUBLIC WORKS
General
534

SCHEDULE 2
Page 2

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
534.47.01 Printing & Binding	358	1,000		-	1,000	1,000
534.49.05 Truck Washing	125	3,000	410	547	2,000	2,000
534.51.01 Office Supplies	13,208	900	1,328	1,771	1,200	1,200
534.52.01 Operating Supplies	1,158	15,000	9,961	13,282	13,500	13,500
534.52.02 Gas & Oil/Public Works	18,490	24,000	12,739	16,986	5,500	5,500
534.52.05 Gas & Oil/Village Bus/Vans					3,320	3,320
534.52.03 Tires & Tire Repair	1,711	3,500	3,678	4,904	2,000	2,000
534.52.04 Uniform Rental	5,734	5,500	4,795	6,394	2,500	2,500
534.59.01 Contingency/Hurricane	1,060,382	-		-		
534.59.02 Hurricane Payroll	14,991	-		-		
TOTAL MATERIALS, SUPPLIES, SERVICES:	1,401,244	413,320	270,270	344,257	105,381	105,380
TOTAL OPERATING BUDGET:	1,954,944	1,070,585	739,327	969,668	374,957	374,956
534.62.01 Buildings	385	-		593		
534.62.04 Landscaping building	60	-				
534.63.02 Landscaping	20,415	20,000	8,468	8,468	31,000	31,000
534.64.02 Machinery & Equipment	4,151	131,400	158,829	158,829		
TOTAL CAPITAL OUTLAY:	25,011	151,400	167,297	167,890	31,000	31,000
534.74.01 Lease/Purchase	1010	42,300	46,837	46,838	12,930	12,930
534.75.01 Lease/Purchase Interest	7343					
TOTAL DEBT SERVICE	8,353	42,300	46,837	46,838	12,930	12,930
TOTAL GRANTS & AIDES	0	0	0	0		
OTHER NON-OPERATING EXPENSES:	7,343	0	0	0		
TOTAL NON-OPERATING BUDGET:	33,364	193,700	214,135	214,729	43,930	43,930
TOTAL DEPARTMENT BUDGET:	1,988,308	1,264,285	953,462	1,184,397	418,887	418,886

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT:
FUND **General**
ACCOUNT: **534**

WORKSHEET
Page 1

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
534.12.01 Regular Salaries	Public Works Director (pro-rated) Assistant Director (pro-rated) Administrative Assistant (pro-rated) 1 Supervisor 2 Maintenance Men 1 Janitor	165,102	165,102
534.13.01 Other Salaries/Wages	Temporary Workers - as needed - Part-time	12,362	12,362
534.14.01 Overtime	Wages for time worked in excess of 40 hours/wk. Requires Village Manager approval.	3,500	3,500
534.19.01 Banked sick leave	Provides payment of sick leave when required or banked in accordance with union contract.	-	-
534.21.01 FICA Taxes	As required by Law @ 6.20%	11,220	11,220
534.21.02 Medicare	As required by Law @ 1.45%	2,624	2,624
534.22.01 Retirement	Determined by FRS @ 9.85%	17,825	17,825
534.23.01 Life, Health & Dental Insurance	Life, Dental and Health Insurance	36,940	36,940
534.24.01 Workers' Compensation	Estimated departmental share.	20,003	20,003
534.25.01 Unemployment Compensation	Estimated departmental share.	-	-
534.26.01 Other Personal Services	For FDOT exams for CDL drivers and drug testing for employees	-	-

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: PUBLIC WORKS
FUND General
ACCOUNT: 534

WORKSHEET
Page 2

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
534.40.02 Education & Training	To maintain current procedures impacting the performance of duties.	3,500	3,500
534.41.01 Telephone	Public Works Department 305-893-4346-includes e-mail.	5,700	5,700
534.43.01 Electric	Public Works Building #73226-88925	3,100	3,100
534.43.01 Water	Public Works Building/Sprinklers	3,000	3,000
534.44.02 Equipment Rental	Equipment used for a limited time/purpose.	5,000	5,000
534.45.01 Insurance - Auto	Insurance for public works vehicles.	2,400	2,400
534.45.02 Insurance - Professional Liability	Departmental share.	3,678	3,678
534.45.03 Insurance - Village Bus/Vans	Insurance on Village vehicles	5,482	5,482
534.46.01 R&M Vehicles	To maintain safe and operable vehicles.	4,000	4,000
534.46.02 R&M Equipment	To maintain equipment in safe and operable condition. Includes: Lawn mower, chainsaws, weed eaters and other equipment as required.	4,500	4,500
534.46.04 R&M Vehicles/Village Bus/Vans	To maintain safe and operable vehicles.	2,500	2,500

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: PUBLIC WORKS
FUND General
ACCOUNT: 534

WORKSHEET
Page 3

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
534.46.03 R&M Buildings	To maintain <u>ALL</u> Village owned buildings, septic tanks, air conditioners, etc. in good working condition to provide for the proper conduct of business.	31,500	31,500
534.47.01 Printing & Binding	Printing of forms, notices, informational materials, etc. Provides for efficiency within the department and dissemination of information to the residents.	1,000	1,000
534.49.05 Truck Washing	Cleaning of trucks and equipment.	2,000	2,000
534.51.01 Office Supplies	Writing instruments, note pads, paper, computer supplies, etc.	1,200	1,200
534.52.01 Operating Supplies	Supplies for the proper delivery of services as follows: Cleaning supplies and paper products Holiday Decorations Other supplies as needed.	13,500	13,500
534.52.02 Gas & Oil	Fuel and lubrication of vehicles and equipment to maintain a safe and operable condition.	5,500	5,500
534.52.05 Gas & Oil/Village Bus/Vans	Gas and oil for Village vehicles	3,320	3,320
534.52.03 Tires & Tire Repair	Purchase and repair of tires to maintain vehicles safe and operable.	2,000	2,000
534.52.04 Uniforms	Uniforms present a professional image and identifies workers.	2,500	2,500

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: PUBLIC WORKS
FUND: General
ACCOUNT: 534

WORKSHEET
Page 4

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**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: RECREATION
FUND General
ACCOUNT: 572

DEPARTMENT SUMMARY

DEPARTMENT MESSAGE:

The Recreation Department is a necessary and important part of our community. The Department provides a multitude of activities, programs, classes and special events for the diversified needs of the community.

DESCRIPTION OF SERVICES:

The Recreation Department offers a variety of activities to children and youth of all ages. Full time staff are supplemented by numerous part-time youth acting as counselors for the younger children during the very busy summer months. The Recreation Center is also the focal meeting point of various groups in the Village, including the Village Commission holding their official meetings there monthly.

PERFORMANCE MEASURES:

None at this time.

RESOURCE REQUIREMENTS:	BUDGET 2006-2007	ADOPTED BUDGET 2007-2008
No. of Personnel	3	3
Total Operating Budget	323,632	304,896
% of Operating Budget 2006-2007		-6.12%
Capital (incl. Lease/Purchase/Interest)	15,000	13,000
Other Non-Operating Funds	-	-
TOTAL BUDGET:	338,632	317,896

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: RECREATION
FUND General
ACCOUNT: 572

SCHEDULE 1

OBJECT:	C AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
PERSONAL SERVICES:	204,526	258,882	148,433	197,910	240,984	240,984
MATERIALS, SUPPLIES, SERVICES:	60,125	64,750	32,359	43,145	63,912	63,912
TOTAL OPERATING BUDGET:	264,651	323,632	180,792	241,055	304,896	304,896
CAPITAL:	18,332	15,000	10,074	10,074	13,000	13,000
GRANTS & AIDS:	-	-	-	-	-	-
OTHER NON-OPERATING EXPENSES:	-	-	-	-	-	-
TOTAL NON-OPERATING BUDGET:	18,332	15,000	10,074	10,074	13,000	13,000
TOTAL DEPARTMENT BUDGET:	282,983	338,632	190,865	251,129	317,896	317,896

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT:
FUND
ACCOUNT:

RECREATION
General
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SCHEDULE 2
Page 1

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
572.12.01 Regular Salaries	147,052	87,275	106,839	142,452	88,215	88,215
572.13.01 Other Salaries/Wages	3,525	109,755	1,170	1,560	90,225	90,225
572.19.01 Compensated Absences	68	-		-		
572.21.01 FICA Taxes	8,965	12,206	6,696	8,929	11,063	11,063
572.21.02 Medicare	2,097	2,855	1,566	2,088	2,588	2,588
572.22.01 Retirement	7,989	8,598	6,048	8,063	8,971	8,971
572.23.01 Life, Health & Dental Insurance	19,910	17,789	11,241	14,988	17,316	17,316
572.24.01 Workers Compensation	14,920	18,404	14,873	19,830	22,605	22,605
572.25.01 Unemployment Compensation		2,000		-		
TOTAL PERSONAL SERVICES:	204,526	258,882	148,433	197,910	240,984	240,984
572.31.08 Professional Services	1,541	3,300		-	2,500	2,500
572.40.03 Travel, Conferences & Meetings	831	1,200		-	100	100
572.41.01 Telephone	6,662	7,200	2,516	3,354	6,000	6,000
572.42.01 Postage, Freight & Express Charges		400	14	19	100	100
572.43.01 Electric Utility Service	8,031	8,000	5,975	7,967	8,000	8,000
572.43.02 Water Utility Services	691	750	157	209	700	700
572.44.02 Equipment Rental & Lease	1,014	2,600		-	1,000	1,000
572.45.01 Insurance - Auto	4,575	-		-		
572.45.02 Insurance - Liability					3,912	3,912
572.46.02 R&M Equipment	1,404	1,000	1,097	1,463	1,500	1,500
572.46.03 R&M Buildings		-	-	-		
572.46.04 R&M Field		-	-	-		
572.47.01 Printing & Binding	682	1,000	451	601	400	400
572.51.01 Office Supplies - General	893	2,000	1,295	1,727	2,000	2,000
572.52.01 Operating Supplies	10,254	11,000	7,340	9,786	11,000	11,000

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT:
FUND
ACCOUNT:

RECREATION
General
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SCHEDULE 2
Page 2

	*	*				
OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
572.52.02 Gas & Oil	61	-		-		
572.52.09 Concession - Resale	9,032	10,000	4,018	5,357	10,000	10,000
572.52.10 Games - Indoor	1,916	4,000	229	305	4,000	4,000
572.52.11 Games - Outdoor	3,087	4,000	1,176	1,568	4,000	4,000
572.54.01 Dues, Subscriptions & Memberships	958	300	225	300	300	300
572.54.02 Education & Training					400	400
572.55.01 Special Events	8,493	8,000	7,867	10,489	8,000	8,000
TOTAL MATERIALS, SUPPLIES, SERVICES:	60,125	64,750	32,359	43,145	63,912	63,912
TOTAL OPERATING BUDGET:	264,651	323,632	180,792	241,055	304,896	304,896
572.63.01 Improvements other than Buildings	14090	10,000			8,000	8,000
572.64.02 Machinery & Equipment	4242	5,000	10,074	10,074	5,000	5,000
TOTAL CAPITAL OUTLAY	18,332	15,000	10,074	10,074	13,000	13,000
GRANTS & AIDS:	-	-	-	-	-	-
OTHER NON-OPERATING EXPENSES:	-	-	-	-	-	-
TOTAL NON-OPERATING BUDGET:	18,332	15,000	10,074	10,074	13,000	13,000
TOTAL DEPARTMENT BUDGET:	282,983	338,632	190,865	251,129	317,895	317,895

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: RECREATION
FUND General
ACCOUNT: 572

WORKSHEET
Page 1

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
572.12.01 Regular Salaries	<u>Recreation Director</u> Prepare and maintain Programs and Activities <u>Recreation Coordinator</u> Prepare and maintain Programs and Activities with Director <u>Recreational Clerk</u> to assist the Director with programs and Activities Total Regular Salaries and Wages:	88,215	88,215
572.13.01 Other Salaries/Wages	Temporary & Seasonal Workers: <u>Bus Driver</u> (2) - for after school care, Day Camp, Summer Camp & Events -\$10.00/hr x 15 hrs x 52 wks <u>Youth Day Camp Counselors</u> (2) \$8.00/hr x 24hrs x 12 wks <u>After School Care Counselors</u> (5) \$8.000/hr x 20 hrs x 40 wks <u>Summer Program Senior Counselors</u> (6) \$8.00/hr x 35 hrs x 10 wks <u>Summer Program Junior Counselors</u> (2) \$7.00/hr x 35 hrs x 10 wks	10,400 4,608 32,000 16,800 4,900	

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: RECREATION
FUND General
ACCOUNT: 572

WORKSHEET
Page 2

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
572.13.01 Other Salaries/Wages	<u>Athletic Coordinator</u> (1) To work with the Director in planning and implementing athletics programs and sports events-\$10/hr x20 hrs x 32 weeks. <u>Athletics Coaches</u> (3) to assist the Athletics programs and sports events-\$8/hr x10hrs x 28 weeks. <u>Facility Rental Staff/ Weekend Staff</u> (1) Other Pay - Additional as deemed necessary 4% Total Other Salaries & Wages:	6,400 6,720 8,397 90,225	 90,225
572.21.01 FICA Taxes	As required by Law @ 6.20% (Reg. & Other Salaries) 178,440.00	11,063	11,063
572.21.02 Medicare	As required by Law @ 1.45% (Reg. & Other Salaries)	2,588	2,588
572.22.01 Retirement	Determined by FRS @ 9.85% (Reg. Salaries Only)	8,971	8,971
572.23.01 Life, Health & Dental Insurance	Life, Dental and Health Insurance (Reg. Salaries Only)	17,316	17,316
572.24.01 Workers' Compensation	Estimated expense for departmental share	22,605	22,605
572.25.01 Unemployment Compensation	Estimated expense of departmental share	-	-
572.31.08 Professional Services	Medical exams, drug testing, etc. <u>Referees</u> - Umpires to officiate games and coordinate athletic special events. <u>Guest Speakers & Entertainers</u> - as needed Total Professional/Contractual Employees:	750 1,000 750 2,500	 2,500

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: RECREATION
FUND General
ACCOUNT: 572

WORKSHEET
Page 3

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
572.40.03 Travel, Conferences & Meetings	Funds necessary to compensate employee's) for use of their private vehicles for department business.	100	100
572.41.01 Telephone	Recreation Department - 305-893-3711 & 305-893-3932 Fax: 305-899-0610. Also includes e-mail and Director's cell phone.	6,000	6,000
572.42.01 Postage, Freight & Express Charges	Postage and fedex	100	100
572.43.01 Electric Utility Service	Recreation Center - Necessary Utility: Meter #5EK4880	8,000	8,000
572.43.02 Water Utility Services	Recreation Center Act. 09-06-01500-01	700	700
572.44.02 Equipment Rental & Lease	Equipmental rental for items required on a temporary basis and Toshiba copier.	1,000	1,000
572.45.02 Insurance-Liability	Liability insurance for personnel based on payroll	3,912	3,912
572.46.02 R&M Equipment	To keep equipment in safe/operable condition & funds for service contracts& playground equipment repair.	1,500	1,500
572.47.01 Printing & Binding	Large quantity printing, carbon printing, business cards and specialty printing.	400	400

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: RECREATION
FUND General
ACCOUNT: 572

WORKSHEET
Page 4

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
572.51.01 Office Supplies - General	Required for the purchase of general office supplies.	2,000	2,000
572.52.01 Operating Supplies	First Aid kits & supplies, T-shirts for camp participants	3,000	
	Trophies to award, reward & recognize (Sports Prog)	3,000	
	Staff admission fees, keys, movie rentals, birthday cakes, film developing, flowers, and incidentals.	2,500	
	Candy for special events, coffee supplies for commission meetings.	2,500	
	Total Operating Supplies:	11,000	11,000
572.52.09 Concession - Resale	Necessary to purchase supplies for concession	10,000	10,000
572.52.10 Games - Indoor	Upkeep and replacement of indoor table games, board games, replacement parts, etc. Includes Arts & Crafts supplies, etc.	4,000	4,000
572.52.11 Games - Outdoor	Upkeep & replacement of athletic equipment, field games, supplies and replacement items.	4,000	4,000
572.54.01 Dues, Subscriptions & Memberships	For subscriptions and memberships pertaining to the Recreation Department. Funds necessary to pay registration and/or fees to participating organizations of choice. Includes funds for manuals, books, videos, etc.	300	300

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: RECREATION
FUND General
ACCOUNT: 572

WORKSHEET
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OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
572.54.02 Education & Training	Required training such as CPR and child care.	400	400
572.55.01 Special Events	Halloween Party, Winter Festival, Easter Egg Hunt, and other special events as needed.	8,000	8,000
572.63.01 Improvements other than Buildings	Purchase and installation of mini-shelter for Tot-Lot. Pavers and retractable shade canopy (west side of building)	8,000	8,000
572.64.03 Machinery & Equipment	Radios, benches, trash receptacles and marquee.	5,000	5,000
TOTAL DEPARTMENT:			317,895

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

ROAD FUND

THE BUDGET DOLLAR		ANALYSIS	
WHERE FROM:		WHERE TO:	
Local Option Gas Tax -Capital Improvements	25,838	PERSONAL SERVICES:	132,998
Local Option Gas Tax (6 Cents)	61533	MATERIALS, SUPPLIES, SERVICES:	25,531
Outside Sources	3,980	CAPITAL:	30,000
State Revenue Sharing	27,796	GRANTS & AIDS:	-
Interest	1,382	OTHER NON-OPERATING EXPENSES:	-
CITT/Road Improvements Transfer In	68,000		
Fund Balance Transfer	-		
TOTAL WHERE FROM:	188,529	TOTAL WHERE TO:	188,529

NUMBER OF FULL TIME PERSONNEL
2 EMPLOYEES

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

BUDGET SUMMARY - ROAD FUND

	BUDGET	ADOPTED	% OF TOTAL	INCREASE
	2006-2007	2007-2008		(DECREASE)
Road Fund	138,904	218,529	100%	79,625
TOTALS:	138,904	218,529	100%	79,625

(Percent increase/decrease)

57.32%

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: Road Fund
FUND Road Fund
ACCOUNT: 101-534

DEPARTMENT SUMMARY

DEPARTMENT MESSAGE:
The Road Fund is under the direction of Public Works. Funding is provided through restricted funds received from the State and County. These funds can only be used for the maintenance and improvement of roads, stormwater systems, landscaping of related easements.
DESCRIPTION OF SERVICES:
Public Works maintenance personnel maintain roadways, alleys, stormwater systems, and trim trees and shrubs to prevent safety hazards, and maintain landscaped areas.
PERFORMANCE MEASURES:
None at this time.

RESOURCE REQUIREMENTS:	BUDGET 2006-2007	ADOPTED BUDGET 2007-2008
No. of Personnel	2	2 3/4
Total Operating Budget	108,904	158,529
% of Operating Budget 2006-2007		45.57%
Capital (incl. Lease/Purchase/Interest)	30,000	30,000
Other Non-Operating Funds	-	30,000
TOTAL BUDGET:	138,904	218,529

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT Road Fund
FUND Road Fund
ACCOUNT: 101-534

REVENUE SCHEDULE

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
312.40.10 Local Option Gas Tax -Capital	25,153	25,444	15,341	20,455	25,838	25,838
312.40.20 Local Option Gas Tax (6 Cents)	67,710	59,416	41,616	55,488	61,533	61,533
334.20.00 DOT Landscaping Grant	3,980	3,980	2,985	3,980	3,980	3,980
335.12.00 State Revenue Sharing	29,648	30,064	18,897	25,196	27,796	27,796
361.00.00 Interest	645	-	1,013	1,351	1,382	1,382
369.01.00 Miscellaneous Revenue	13,399	-	13	17		
391.91.00 CITT Road Improvements	30,000	20,000	-	20,000	68,000	68,000
369.30.01 Fund Balance Transfer		-	-	-		
Total Road	170,535	138,904	79,865	126,487	188,529	188,529

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

SCHEDULE 1

DEPARTMENT: Road Fund
FUND Road Fund
ACCOUNT: 101-534

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
PERSONAL SERVICES:	88,450	75,107	54,743	72,991	132,998	132,998
MATERIALS, SUPPLIES, SERVICES:	14,434	33,797	12,028	16,038	25,531	25,531
TOTAL OPERATING BUDGET:	102,884	108,904	66,771	89,029	158,529	158,529
CAPITAL:	17,346	30,000	395	395	30,000	30,000
GRANTS & AIDS:	-	-	-	-	-	-
OTHER NON-OPERATING EXPENSES:	-	-	-	-	-	-
TOTAL NON-OPERATING BUDGET:	17,346	30,000	395	395	30,000	30,000
TOTAL DEPARTMENT BUDGET:	120,230	138,904	67,166	89,424	188,529	188,529

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT:
FUND
ACCOUNT:

Road Fund
Road Fund
101-534

SCHEDULE 2

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
534.12.01 Regular Salaries	56,986	48,973	34,524	46,032	83,446	83,446
534.13-01 Other Salaries/ Wages	1,392	-	1,839	2,452	4,570	4,570
534.14.01 Overtime	811	200	447	596	850	850
534.19.01 Banked Sick Leave	-	920	-	-		
534.21.01 FICA Taxes	4,987	3,035	2,282	3,043	5,510	5,510
534.21.02 Medicare	1,167	710	534	712	1,289	1,289
534.22.01 Retirement	6,835	4,825	3,445	4,593	8,753	8,753
534.23.01 Life, Health & Dental Insurance	16,152	9,389	7,182	9,577	16,163	16,163
534.24.01 Workers' Compensation	-	5,555	4,489	5,986	12,418	12,418
534.25.01 Unemployment Compensation	120	1,500	-	-		
TOTAL PERSONAL SERVICES:	88,450	75,107	54,743	72,991	132,998	132,998
534.31.08 Contract Services	191	3,500			3,500	3,500
534.45.01 Insurance - Auto	80	-	3,686	4,915	2,372	2,372
534.45.02 Insurance - Liability	-	-	-	-	1,859	1,859
534.46.02 R&M Vehicles	1,630	7,500	2,201	2,935	5,500	5,500
534.52.01 R&M Equipment	6,016	4,500	1,880	2,507	4,500	4,500
534.52-02 Operating Supplies	3,213	5,500	1,554	2,072	3,500	3,500
534.52.04 Uniforms	478	800	601	801	800	800
534.53.01 Road Materials	2,826	2,000	2,106	2,808	3,500	3,500
534.59.01 Contingency		9,997	-	-		
TOTAL MATERIALS, SUPPLIES, SERVICES:	14,434	33,797	12,028	16,038	25,531	25,531
TOTAL OPERATING BUDGET:	102,884	108,904	66,771	89,029	158,529	158,529
534.63.01 Improvements other than Buildings	17,346	30,000	395	395	30,000	30,000
534.64.03 Capital Machinery & Equipment	-	-	-	-		
TOTAL CAPITAL OUTLAY	17,346	30,000	395	395	30,000	30,000
TOTAL NON-OPERATING BUDGET:	17,346	30,000	395	395	30,000	30,000
TOTAL DEPARTMENT BUDGET:	120,230	138,904	67,166	89,424	188,529	188,529

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: Road Fund
FUND Road Fund
ACCOUNT: 101-534

WORKSHEET
Page 1

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
534.12.01 Regular Salaries	Public Works Director (pro-rated) Assistant Director (pro-rated) Administrative Asistant (pro-rated) 1 Supervisor 1 Maintenance Man Total Regular Salaries:	 83,446	 83,446
534.13.01 Other Salaries/Wages	Temporary help as needed	4,570	4,570
534.14.01 Overtime	Wages for time worked in excess of 40 hours/wk. Requires Village Manager approval.	850	850
534.19.01 Banked Sick Leave	Payment of sick leave when deemed necessary	-	-
534.21.01 FICA Taxes	As required by Law @ 6.20%	5,510	5,510
534.21.02 Medicare	As required by Law @ 1.45%	1,289	1,289
534.22.01 Retirement	Determined by FRS @ 9.85%	8,753	8,753
534.23.01 Life, Health & Dental Insurance	Life, Dental and Health Insurance	16,163	16,163
534.24.01 Workers' Compensation	Estimated departmental share	12,417	12,417
534.25.01 Unemployment Compensation	Estimated departmental share	-	-
534.31.08 Contract Services	To contract for occasional jobs when additional help is needed. As backup for absent employees	3,500	3,500

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: Road Fund
FUND Road Fund
ACCOUNT: 101-534

WORKSHEET
Page 2

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
534.45.01 Insurance - Auto	Road fund vehicles.	2,372	2,372
534.45.02 Insurance - Liability	Departmental share.	1,859	1,859
534.46.01 R&M Vehicles	To maintain vehicles in safe and operable condition.	5,500	5,500
534.46.02 R&M Equipment	To maintain equipment in safe and operable condition. Includes: Lawn mower, chainsaws, weed eaters and other equipment as required.	4,500	4,500
534.52.01 Operating Supplies	Supplies, parts, and small equipment as needed.	3,500	3,500
534.52.04 Uniforms	Uniforms project professionalism and identification of Village Workers.	800	800
534.53.01 Road Materials / Drainage Materials	Materials and supplies used exclusively in the repair and reconstruction of roads. Storm Drain Maintenance.	3,500	3,500
541.59.01 Contingency	Unanticipated expenses.	-	-
534.63.01 Improvements other than Buildings	Road Maintenance Public Right of Way	20,000 10,000	
	Total Improvements:	30,000	30,000
	TOTAL DEPARTMENT:		188,529

VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008

POLICE FOREITURE

THE BUDGET DOLLAR

ANALYSIS

WHERE FROM:

WHERE TO:

Interest	2,000	Miscellaneous	2,000
TOTAL WHERE FROM:	2,000	TOTAL WHERE TO:	2,000

VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008

BUDGET SUMMARY - POLICE FOREITURE

	BUDGET 2006-2007	ADOPTED 2007-2008	% OF TOTAL	INCREASE (DECREASE)
POLICE FOREITURE	1,500	2,000	100%	500
TOTALS:	1,500	2,000	100%	500

(Percent increase/decrease)

33.33%

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: POLICE FOREITURE
FUND POLICE FOREITURE
ACCOUNT: 105-2100-521

DEPARTMENT SUMMARY

DEPARTMENT MESSAGE:
Forfeiture funds are received from confiscated items under State of Florida forfeiture guidelines and interest income. Funds can be spent only as allowed and in compliance with forfeiture guidelines.
DESCRIPTION OF SERVICES:
PERFORMANCE MEASURES:

RESOURCE REQUIREMENTS:	BUDGET 2006-2007	ADOPTED BUDGET 2007-2008
No. of Personnel	0	0
Total Operating Budget	1,500	2,000
% of Operating Budget 2006-2007		33.33%
Capital	-	
Other Non-Operating Funds	-	-
TOTAL BUDGET:	1,500	2,000

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: POLICE FOREITURE
FUND POLICE FOREITURE
ACCOUNT: 105-2100-521

REVENUE SCHEDULE

OBJECT:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
359.00.00 Proceeds from Forfeiture		-	3,373	3,373		-
361.10.01 Interest	2,146	1,500	1,612	2,149	2,000	2,000
369.30.00 Fund Balance / Carryover	2,854	-	-	10,520	-	-
Total Police Forfeiture Fund Revenue:	5,000	1,500	4,985	16,042	2,000	2,000

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: POLICE FOREITURE
FUND POLICE FOREITURE
ACCOUNT: 105-2100-521

SCHEDULE 1

	EXPENDITURES					
OBJECT/ACCOUNT NAME:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
TOTAL PERSONAL SERVICES:	-	-	-	-	-	-
521.35.01 Special Investigations	-	-	-	-		
521.49.01 Miscellaneous		1,500	13	13	2,000	2,000
TOTAL MATERIALS, SUPPLIES, SERVICES:	-	1,500	13	13	2,000	2,000
TOTAL OPERATING BUDGET:	-	1,500	13	13	2,000	2,000
521.64.02 Equipment	5,000		16,029	16,029		
TOTAL CAPITAL OUTLAY	5,000	-	16,029	16,029	-	-
272.0000 Allowance for Reserves	-	-	-	-	-	1
TOTAL NON-OPERATING BUDGET:	-	-	-	-	-	1
TOTAL DEPARTMENT BUDGET:	5,000	1,500	16,042	16,042	2,000	2,001

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: POLICE FOREITURE
FUND POLICE FOREITURE
ACCOUNT: 105-2100-521

EXPENDITURES

WORKSHEET
Page 1

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
521.35.01 Special Investigations	Police work relating to investigations and to cover payments to Confidential Informants as needed.	0.00	0.00
521.49.01 Miscellaneous	For disbursements as allowed and in compliance with the State of Florida forfeiture guidelines.	2,000.00	2,000.00
272.0000 Allowance for Reserves	Carry over of funds from one year to the next	0.00	0.00
Departmental Totals			2,000.00

VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008

CITT SURTAX

THE BUDGET DOLLAR		ANALYSIS	
WHERE FROM:		WHERE TO:	
Other Transportation Revenues	117,257	Administrative Cost	
Interest	2,400	Contract Services	30,000
Fund Balance / Carryover		Miscellaneous/Advertising	
		Office Supplies	
		Capital Expenditures	21,657
		Transfer to Road Fund	68,000
TOTAL WHERE FROM:	119,657	TOTAL WHERE TO:	119,657

VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008

CITT SURTAX

	BUDGET	ADOPTED	% OF TOTAL	INCREASE
	2006-2007	2007-2008		(DECREASE)
Citt Surtax Fund	109,838	119,657		
TOTALS:	109,838	119,657	100%	9,819

(Percent increase/decrease)

8.94%

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: CITT-Surtax
FUND CITT-Surtax
ACCOUNT: 301-1900-519

DEPARTMENT SUMMARY

DEPARTMENT MESSAGE:		
Funding is provided by the Citizen's Independent Transportation Trust (CITT). Funds can be spent only on transportation projects and transit mandated within the CITT provisions. The CITT requires that 20% of the funds be used directly for transit.		
DESCRIPTION OF SERVICES:		
Funds are utilized for the NOMI which is provided through an interlocal agreement with North Miami which meets the 20% transit requirement. The remaining funds are utilized to match grants for stormwater projects and for improvements provided through the road fund.		
PERFORMANCE MEASURES:		
RESOURCE REQUIREMENTS:	BUDGET 2006-2007	ADOPTED BUDGET 2007-2008
No. of Personnel		
Total Operating Budget	35,000	30,000
% of Operating Budget 2006-2007		-14.29%
Capital	54,838	21,657
Other Non-Operating Funds	20,000	68,000
TOTAL BUDGET:	109,838	119,657

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: CITT-Surtax
FUND CITT-Surtax
ACCOUNT: 301-1900-519

REVENUE SCHEDULE

OBJECT:		FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
388.35.00	Other Transportation Revenues	134,276	109,838	69,052	103,578	117,257	117,257
361.00.00	Interest	3,433	0	1,697	2,263	2,400	2,400
369300	Fund Balance / Carryover	11,083	0	0	36,807		
Total CITT-Surtax Fund Revenue:		148,792	109,838	70,749	142,648	119,657	119,657

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: CITT-Surtax
FUND CITT-Surtax
ACCOUNT: 301-1900-519

SCHEDULE 1

EXPENDITURES

OBJECT/ACCOUNT NAME:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
TOTAL PERSONAL SERVICES:	-	-	-	-		-
519.30.01 Administrative Cost	825	5,000				
519.34.01 Contract Services-Transit	17,000	30,000	10,000	30,000	30,000	30,000
519.34.02 Contract Services	7,375		680	1,087		
519.49.02 Miscellaneous/Advertising	-	-	-	-		
519.51.01 Office Supplies		-	-	-		
519.54.01 Signage			5,572	7,759		
TOTAL MATERIALS, SUPPLIES, SERVICES:	25,200	35,000	16,252	38,846	30,000	30,000
TOTAL OPERATING BUDGET:	25,200	35,000	16,252	38,846	30,000	30,000
519.60.01 Capital Expenditures	8,592	54,838			21,657	21,657
TOTAL CAPITAL OUTLAY	8,592	54,838	-	-	21,657	21,657
519.60.02 Transfer to Road Fund	30,000	20,000	-	20,000	68,000	68,000
519.60.03 Transfer to Stormwater	85,000		83,802	83,802		
272.0000 Allowance for Reserves	-	-	-	-		
TOTAL NON-OPERATING BUDGET:	115,000	20,000	83,802	103,802	68,000	68,000
TOTAL DEPARTMENT BUDGET:	148,792	109,838	100,054	142,648	119,657	119,657

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: CITT-Surtax
FUND CITT-Surtax
ACCOUNT: 301-1900-519

EXPENDITURES

WORKSHEET
Page 1

OBJECT CODE/ACCOUNT NAME:		DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
519.30.01	Administrative Cost	To cover administrative expenses as allowed per the CITT-Surtax guidelines up to 5% of total Revenues		-
519.34.01	Contract Services	Interlocal agreement with North Miami NOMI	30,000	30,000
519.49.02	Miscellaneous/Advertising		-	-
519.51.01	Office Supplies		-	-
549.60.01	Capital Expenditures	To fund projects as presented for the CITT 5-year Project Plan	21,657	21,657
549.60.02	Transfer to Road Fund	For Road improvements and maintenance as allowed.	68,000	68,000
272.0000	Allowance for Reserves	Carry over of funds from one year to the next	-	-
		Departmental Totals	119,657	119,657

**VILLAGE OF BISCAYNE PARK
FIVE YEAR MUNICIPAL
TRANSPORTATION IMPROVEMENT
PROGRAM
FISCAL YEARS 2008-2012**

		FY07-08	FY08-09	FY09-10	FY10-11	FY11-12
344.90.00	Other Transportation Revenues	117,257	120,775	124,398	128,130	131,974
361.10.01	Interest	2,400	2,000	2,000	2,000	2,000
369.30.00	Fund Balance / Carryover	-	-	-	-	-
Total CITT-Surtax Fund Revenue:		119,657	122,775	126,398	130,130	133,974
		FY07-08	FY08-09	FY09-10	FY10-11	FY10-11
519.30.01	Administrative Cost					
519.34.01	Contract Services	30,000	30,000	30,000	30,000	30,000
519.49.02	Miscellaneous/Advertising	-	-	-	-	-
TOTAL OPERATING BUDGET:		30,000	30,000	30,000	30,000	30,000
519.60.01	Capital Expenditures	21,657	22,775	21,398	25,130	28,974
519.60.02	Transfer to Road Fund	68,000	70,000	75,000	75,000	75,000
TOTAL CAPITAL OUTLAY		89,657	92,775	96,398	100,130	103,974
272.00.00	Allowance for Reserves	-	-	-	-	-
TOTAL NON-OPERATING BUDGET:		-	-	-	-	-
TOTAL DEPARTMENT BUDGET:		119,657	122,775	126,398	130,130	133,974

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: PUBLIC WORKS
FUND SANITATION FUND
ACCOUNT: 402-534

DEPARTMENT SUMMARY

DEPARTMENT MESSAGE:

The Sanitation Fund is now a Proprietary Fund which means it is a self-supporting self-sustaining operation, receiving funds solely from the User Fee that is collected as part of the tax bill property owners receive. It is no longer commingled with the General Fund operations.

DESCRIPTION OF SERVICES:

The Public Works Department performs many high profile functions that are extremely crucial to the health of the Village. This includes picking up trash and garbage twice weekly and clippings once weekly.

PERFORMANCE MEASURES:

Approximately	Units of deposal per Year for Trash and Garbage	Curbside Recycling	Chipping / Mulching
Units (Homes) 1309			
Residents 3328	2,913 tons	Service Through Miami Shores	15 tons per year

RESOURCE REQUIREMENTS:	BUDGET 2006-2007	ADOPTED BUDGET 2007-2008
No. of Personnel		9 3/4
Total Operating Budget	-	702,602
% of Operating Budget 2006-2007		
Capital (incl. Lease/Purchase/Interest)	-	3,254
Other Non-Operating Funds	-	3,254
TOTAL BUDGET:	-	709,110

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT:
FUND: **SANITATION FUND**
ACCOUNT: **402-534**

PUBLIC WORKS

SCHEDULE 2
Page 1

OBJECT/ACCOUNT NAME:		FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
343.40.01	Garbage/Waste Fees					695,856	695,856
343.40.03	Special Pick-up / Lot Clearing					10,000	10,000
	Total Service Revenue:					705,856	705,856

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

FUND: SANITATION FUND
ACCOUNT: 402-534

SCHEDULE 1

	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
PERSONAL SERVICES:					376,668	376,668
MATERIALS, SUPPLIES, SERVICES:					325,934	325,934
TOTAL OPERATING BUDGET:					702,602	702,602
CAPITAL:					-	-
DEBT SERVICE					3,254	3,254
GRANTS & AIDS					-	-
TOTAL NON-OPERATING BUDGET:					3,254	3,254
TOTAL DEPARTMENT BUDGET:					705,856	705,856

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

FUND:	SANITATION FUND	SCHEDULE 2
ACCOUNT:	402-534	Page 1

	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET
OBJECT/ACCOUNT NAME:						
534.12.01 Regular Salaries					217,020	217,020
534.13.01 Other Salaries & Wages					11,700	11,700
534.14.01 Overtime					1,000	1,000
534.19.01 Banked Sick Leave					3,200	3,200
534.21.01 FICA Taxes					14,243	14,243
534.21.02 Medicare					3,331	3,331
534.22.01 Retirement					22,627	22,627
534.23.01 Life, Health & Dental Insurance					50,792	50,792
534.24.01 Workers' Compensation					52,755	52,755
TOTAL PERSONAL SERVICES:					376,668	376,668
534.34.02 Dump - Garbage/Waste					174,000	174,000
534.34.03 Dump - Recycling					35,000	35,000
534.34.03 Cart Pickup					3,000	3,000
534.41.01 Telephone					1,265	1,265
534.43.01 Electric					720	720
534.43.02 Water					225	225
534.45.01 Insurance - Auto					5,856	5,856
534.45.02 Insurance - Liability					4,836	4,836
534.46.01 R&M Vehicles					7,000	7,000
534.49.05 Truck Washing					1,000	1,000
534.52.01 Operating Supplies					5,795	5,795
534.52.02 Gas & Oil					16,380	16,380
534.52.03 Tires & Tire Repair					2,000	2,000
534.52.04 Uniform Rental					3,015	3,015
534.53.01 Depreciation					30,360	30,360
534.53.02 Adminstration Fee-Miami-Dade					35,482	35,482
TOTAL MATERIALS, SUPPLIES, SERVICES:					325,934	325,934
TOTAL OPERATING BUDGET:					702,602	702,602

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

FUND ACCOUNT:	SANITATION FUND 402-534						SCHEDULE 2 Page 2
OBJECT/ACCOUNT NAME:	FY05-06 AUDITED	FY06-07 ADOPTED BUDGET	FY06-07 YEAR TO DATE ACTUAL	FY06-07 ESTIMATED TOTAL	FY07-08 MANAGER RECOMMEND	FY07-08 ADOPTED BUDGET	
534.62.01 Buildings							
534.64.02 Machinery & Equipment							
TOTAL CAPITAL OUTLAY:					-	-	
534.75.01 Lease/Purchase Interest					3,254	3,254	
TOTAL DEBT SERVICE					3,254	3,254	
OTHER NON-OPERATING EXPENSES:					3,254	3,254	
TOTAL NON-OPERATING BUDGET:					3,254	3,254	
TOTAL DEPARTMENT BUDGET:					705,856	705,856	

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

FUND: SANITATION FUND
ACCOUNT: 402-534

WORKSHEET
Page 1

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
534.12.01 Regular Salaries	Public Works Director (pro-rated) Assistant Director (pro-rated) Administrative Assistant (pro-rated) 2 Supervisors 7 Trash Collectors	217,020	217,020
534.13.01 Other Salaries/Wages	Temporary Workers - as needed - Part-time	11,700	11,700
534.14.01 Overtime	Wages for time worked in excess of 40 hours/wk. Requires Village Manager approval.	1,000	1,000
534.19.01 Banked sick leave	Provides payment of sick leave when required or banked in accordance with union contract.	3,200	3,200
534.21.01 FICA Taxes	As required by Law @ 6.20%	14,243	14,243
534.21.02 Medicare	As required by Law @ 1.45%	3,331	3,331
534.22.01 Retirement	Determined by FRS @ 9.85%	22,627	22,627
534.23.01 Life, Health & Dental Insurance	Life, Dental and Health Insurance	50,792	50,792
534.24.01 Workers' Compensation	Estimated departmental share.	52,755	52,755
534.25.01 Unemployment Compensation	Estimated departmental share.	-	-
534.26.01 Other Personal Services	For FDOT exams for CDL drivers and drug testing for employees	376,668	376,668

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

DEPARTMENT: PUBLIC WORKS
FUND General
ACCOUNT: 534

**WORKSHEET
Page 2**

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
534.34.02 Dump - Garbage/Waste	Disposal of kitchen waste & yard trash into landfill.	174,000	174,000
534.34.03 Dump - Recycling	Payment to contracted recycling company includes holding containers and disposal of recyclables.	35,000	35,000
534.34.03 Cart Pickup	Cost of pickup for containers	3,000	3,000
534.40.02 Education & Training	To maintain current procedures impacting the performance of duties.	1,265	1,265
534.41.01 Telephone	Public Works Department 305-893-4346-includes e-mail.	1,265	1,265
534.43.01 Electric	Public Works Building #73226-88925	720	720
534.43.01 Water	Necessary Utility.	225	225
534.44.02 Equipment Rental	Equipment used for a limited time/purpose.	7,000	7,000
534.45.01 Insurance - Auto	Insurance for public works vehicles.	5,856	5,856
534.45.02 Insurance - Professional Liability	Departmental share.	4,836	4,836
534.46.01 R&M Vehicles	To maintain vehicles safe and operable in accordance with IAW, OSHA and Motor Vehicle regulations.	7,000	7,000
534.49.05 Truck Washing	Cleaning of garbage truck packer units provides for the elimination of odors and contaminants in accordance with EPA regulations/guidelines.	1,000	1,000

**VILLAGE OF BISCAYNE PARK
ADOPTED BUDGET
FISCAL YEAR 2007-2008**

FUND: SANITATION FUND
ACCOUNT: 402-534

WORKSHEET
Page 3

OBJECT CODE/ACCOUNT NAME:	DESCRIPTION/JUSTIFICATION	AMOUNT	TOTAL
534.52.03 Tires & Tire Repair	Purchase and repair of tires to maintain vehicles safe and operable.	2,000	2,000
534.52.04 Uniforms	Uniforms present a professional image and identifies workers. Includes 9 shirts and 9 pants per employee @ \$6.25 per week. Also includes T-shirts and caps.	3,015	3,015
534.53.01 Depreciation	Depreciation charged on trash trucks	30,360	30,360
534.53.02 Adminstration Fee-Miami-Dade	1% fee charged by Miami-Dade for collection and 4% discount received by residents for early payment	35,482	35,482
534.52.01 Operating Supplies	Supplies for the proper delivery of services as follows: Cleaning supplies and paper products Work shoes and other supplies as needed	2,380	5,795
534.52.02 Gas & Oil	Fuel and lubrication of vehicles to maintain safe and operable condition for Garbage and Trash Trucks.	16,380	16,380
534.74.01 Lease/Purchase - Interest	Interest payable on the new trash truck	3,254	3,254
TOTAL DEPARTMENT:			705,856.00